

## OBJECTIVE

Secure employment as the Student Services Program Coordinator in the Office of Field Experiences at Clemson University

## EDUCATION

**Master of Education in Counselor Education, Specialization in Student Affairs** May 2017  
Clemson University, Clemson, South Carolina GPA: 4.0/4.0

**Bachelor of Arts in History and Philosophy** May 2015  
Clemson University, Clemson, South Carolina GPA: 3.76/4.0 Magna Cum Laude

## EMPLOYMENT HISTORY

**Office of Field Experiences, Eugene T. Moore School of Education, Clemson University** Clemson, South Carolina  
*Graduate Administrative Assistant* August 2015 – Present

- Organize the placement of students for ED 1050 and EDF 3350 field experiences
- Coordinate field placements with administrators at Seneca High School and Riverside Middle School
- Assist with the evaluation and processing of approximately 700 applications for field placement
- Receive, organize, and collate data from applications using Microsoft Access
- Assist with the preparation of certification recommendations to the S.C. State Department of Education

**Rutland Institute for Ethics, Clemson University** Clemson, South Carolina  
*Assistant Coach, Clemson Ethics Bowl Team* August 2015 – Present

- Assist faculty coach with team business and organize team meetings
- Manage team's Facebook collaborative discussion board

**U.S. Army Reserve, 366<sup>th</sup> Chemical Company** Fort Stewart, Georgia  
*Sergeant, Squad Leader* March 2011 – October 2012

- Led 49 soldiers during monthly drill and annual field training exercises
- Prepared soldiers for classified homeland security missions

**U.S. Army, 3-69 Armor Battalion, 3<sup>rd</sup> Infantry Division** Fort Stewart, Georgia  
*Sergeant, Squad Leader* June 2008 – June 2010

- Led 20 soldiers during combat operations in Iraq
- Trained soldiers in basic infantrymen skills and prepared them for combat operations

*Corporal, Squad Leader* July 2007 – June 2008  
*Specialist, Gunner* September 2006 – July 2007  
*Private, Driver* February 2005 – September 2006

## GRANTS AND SCHOLARSHIPS

Student Personnel Association Travel Grant December 2015  
Golden Key International Undergraduate Scholarship November 2014  
Sigma Alpha Lambda New Member Award August 2014  
Anne Pickens Collins Scholarship June 2014  
Glenn and Janet Felton Endowed Scholarship November 2013

## AWARDS AND HONORS

J.T. Barton Ethics Essay Competition Honorable Mention March 2014  
American Legion Scholastic Award April 2011  
Army Commendation Medal (3 Oak Leaf Clusters) July 2010/April 2010/December 2007/May 2007  
Army Achievement Medal April 2008

## SOCIETIES AND PROFESSIONAL ORGANIZATIONS

National Association of Student Personnel Administrators October 2015 – Present  
South Carolina College Personnel Association September 2015 – Present  
Clemson Corps August 2015 – Present  
Phi Beta Kappa April 2015 – Present  
Clemson Student Veterans Association September 2012 – Present  
Veterans of Foreign Wars August 2011 - Present



# TRANSFERABLE SKILLS

Examples of skills people can apply in a variety of different situations, jobs, or roles

Competency & Definition		Transferable Skills
<b>Engagement</b>	<b>Communication</b>	Engaging in dialogue that leads to productive outcomes and points of connection by effectively articulating one's self to individuals within and outside of one's industry or area of expertise.
	<b>Collaboration</b>	Developing authentic and mutually beneficial relationships by valuing everyone and taking responsibility for one's role within a team.
	<b>Leadership</b>	Being able to recognize, respect, develop, and capitalize on the unique strengths of individuals from all backgrounds and being an active member in a group that achieves a shared vision.

<b>Innovation</b>	<b>Adaptability</b>	Taking the initiative to further enhance one's skill set and being creative with ways of thinking or approaches that allow for action, reflection, failure, and resilience in an ever-changing world.
	<b>Analytical Skills</b>	Seizing the opportunity for organizational improvement that prompts critical thinking and problem solving by obtaining, processing, and synthesizing information.
	<b>Technology</b>	Employing current and emerging software and tools to solve general and industry-specific challenges.

<b>Professionalism</b>	<b>Self-Awareness</b>	Understanding one's strengths, limitations, emotions, and biases in a variety of situations and articulating how one's interests, skills, and values align with educational and professional goals.
	<b>Integrity &amp; Ethics</b>	Making choices and consistently acting in a manner that displays integrity (following internal principles, morals, and values) and ethics (following external laws, rules, and norms) in personal and professional settings.
		Demonstrating the continual development of a positive impression or image in every facet of life while seeking feedback from others to ensure congruence between one's intended and perceived reputation.

Competency & Definition		Brainstorm Additional Transferable Skills	
Engagement	Communication	Engaging in dialogue that leads to productive outcomes and points of connection by effectively articulating one's self to individuals within and outside of one's industry or area of expertise.	
	Collaboration	Developing authentic and mutually beneficial relationships by valuing everyone and taking responsibility for one's role within a team.	
	Leadership	Being able to recognize, respect, develop, and capitalize on the unique strengths of individuals from all backgrounds and being an active member in a group that achieves a shared vision.	
Innovation	Adaptability	Taking the initiative to further enhance one's skill set and being creative with ways of thinking or approaches that allow for action, reflection, failure, and resilience in an ever-changing world.	
	Analytical Skills	Seizing the opportunity for organizational improvement that prompts critical thinking and problem solving by obtaining, processing, and synthesizing information.	
	Technology	Employing current and emerging software and tools to solve general and industry-specific challenges.	
Professionalism	Self-Awareness	Understanding one's strengths, limitations, emotions, and biases in a variety of situations and articulating how one's interests, skills, and values align with educational and professional goals.	
	Integrity & Ethics	Making choices and consistently acting in a manner that displays integrity (following internal principles, morals, and values) and ethics (following external laws, rules, and norms) in personal and professional settings.	<i>principles, morals, and values</i>
			<i>laws, rules, and norms</i>
Brand	Demonstrating the continual development of a positive impression or image in every facet of life while seeking feedback from others to ensure congruence between one's intended and perceived reputation.		



# COMPETENCIES & YOUR RESUME OR CV

How can your resume or CV reflect the competencies employers are seeking?

Competency & Definition		Give specific examples & quantify where possible
<i>Consider printing a position description &amp; circling the below words and synonyms that appear in it.            Bullet points should reflect these words/synonyms.</i>		<i>Club / organization, internship, co-op, part or full-time job, assistantship, Creative Inquiry, research, study abroad, volunteering, special project, etc...</i>
<b>Engagement</b>	<b>Communication</b> Engaging in dialogue that leads to productive outcomes and points of connection by effectively articulating one's self to individuals within and outside of one's industry or area of expertise.	
	<b>Collaboration</b> Developing authentic and mutually beneficial relationships by valuing everyone and taking responsibility for one's role within a team.	
	<b>Leadership</b> Being able to recognize, respect, develop, and capitalize on the unique strengths of individuals from all backgrounds and being an active member in a group that achieves a shared vision.	
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	<b>Integrity &amp; Ethics</b> Making choices and consistently acting in a manner that displays integrity (following internal principles, morals, and values) and ethics (following external laws, rules, and norms) in personal and professional settings.	
	<b>Brand</b> Demonstrating the continual development of a positive impression or image in every facet of life while seeking feedback from others to ensure congruence between one's intended and perceived reputation.	