# Tiger Vet \* 123 Tiger Drive \* Clemson, South Carolina 29634 \* (555) 555-5555 \* tigervet@clemson.edu

#### **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

Clemson University, Clemson, South Carolina

May 2017 GPA: 4.0/4.0

#### **Bachelor of Arts in History and Philosophy**

Clemson University, Clemson, South Carolina

May 2015

#### EMPLOYMENT HISTORY

#### Office of Field Experiences, Eugene T. Moore School of Education, Clemson University

Clemson, South Carolina August 2015 – Present

GPA: 3.76/4.0 Magna Cum Laude

Graduate Administrative Assistant

- 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 August 2015 – Present

Assistant Coach, Clemson Ethics Bowl Team

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

### U.S. Army Reserve, 366th Chemical Company

Sergeant, Squad Leader

Fort Stewart, Georgia

March 2011 – October 2012

• Prepared soldiers for classified homeland security missions

## U.S. Army, 3-69 Armor Battalion, 3rd Infantry Division

Sergeant, Squad Leader

Fort Stewart, Georgia

June 2008 – June 2010

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

Led 49 soldiers during monthly drill and annual field training exercises

Corporal, Squad Leader

July 2007 – June 2008 September 2006 – July 2007

Specialist, Gunner Private, Driver

February 2005 – September 2006

### **GRANTS AND SCHOLARSHIPS**

Student Personnel Association Travel GrantDecember 2015Golden Key International Undergraduate ScholarshipNovember 2014Sigma Alpha Lambda New Member AwardAugust 2014Anne Pickens Collins ScholarshipJune 2014Glenn and Janet Felton Endowed ScholarshipNovember 2013

#### AWARDS AND HONORS

J.T. Barton Ethics Essay Competition Honorable Mention

American Legion Scholastic Award

Army Commendation Medal (3 Oak Leaf Clusters)

Army Achievement Medal

April 2010

April 2010/April 2010/December 2007/May 2007

Army Achievement Medal

#### SOCIETIES AND PROFESSIONAL ORGANIZATIONS

National Association of Student Personnel Administrators

South Carolina College Personnel Association

Clemson Corps

Phi Beta Kappa

Clemson Student Veterans Association

Veterans of Foreign Wars

October 2015 – Present

September 2015 – Present

August 2015 – Present

April 2015 – Present

September 2012 – Present

August 2011 - Present

August 2011 - Present

Box Drive; Handouts (Edited); Veteran Resume Example

Updated 05/2016



# TRANSFERABLE SKILLS

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

	Competency & Definition		Transferable Skills					
t	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.	writing listening	public speaking facilitating persuading instructing	perceive non-verbal cues provide feedback translate research describe feelings			
'n								
Engagement	Collaboration	Developing authentic and mutually beneficial relationships by valuing everyone and taking responsibility for one's role within a team.	compromise	navigate conflict follow through develop rapport	respond to concerns open-minded desire to learn			
	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.	follow motivate	participate seek inclusion empower set priorities	delegate with respect facilitate meetings leverage strengths articulate a shared vision			
	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.	current circumstances	take initiative manage change life-long learner anticipate needs	implement solutions use humor appropriately seek outside perspectives create a flexible environment			
0								
Innovation	Analytical Skills	Seizing the opportunity for organizational improvement that prompts critical thinking and problem solving by obtaining, processing, and synthesizing information.	problem identification weigh options by considering impact promote change visualize or consider alternatives		obtain information analyze information synthesize information make recommendations			
_								
	Technology	Employing current and emerging software and tools to solve general and industry-specific challenges.	aware of field-rela use field-related te apply field-related solve challenges	echnology	<ul> <li>conduct research</li> <li>comfortable learning new</li> <li>software or tools</li> <li>troubleshoot challenges</li> </ul>			
	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.		motivated reflective recognize biases overcome own biases	<ul> <li>attention to detail</li> <li>manage own emotions</li> <li>interpret others' emotions</li> <li>articulate interests, skills,</li> <li>and values</li> </ul>			
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Professionalism	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,	principles, more understand articulate	als, and values act enforce	laws, rules, and norms  understand act articulate enforce			
		and norms) in personal and professional settings.						
	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.		meet deadlines understand job handle others' concerns/ complaints in a sensitive way	aware of digital identity accept responsibility solicit feedback learn from feedback create a feeling of trust build authentic network has high standards			

	Co	mpetency & Definition	<b>Brainstorm Addition</b>	al Transferable Skills
ţ	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.		
Engagement	Collaboration	Developing authentic and mutually beneficial relationships by valuing everyone and taking responsibility for one's role within a team.		
E	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.		
	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.		
uo				
Innovation	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.		
u	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.		
ls!		Making choices and consistently acting in	principles, morals, and values	laws, rules, and norms
Professionalism	Integrity & Ethics	a manner that displays integrity (following internal principles, morals, and values) and ethics (following external laws, rules, and norms) in personal and professional settings.		
Prof	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.		



# **C**OMPETENCIES & YOUR RESUME OR CV

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

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	Consider printing word	Impetency & Definition  If a position description & circling the below  If a no synonyms that appear in it.  If a should reflect these words/synonyms.	Give specific examples & quantify where possible  Club / organization, internship, co-op, part or full-time job, assistantship, Creative Inquiry, research, study abroad, volunteering, special project, etc
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.	
uc	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 everchanging world.	
Innovation	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.	
Sm	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.	
Professionalism	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.	
Prof	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.	

