

# Resume 423

## CORE COMPETENCIES

- Career /Education Counselor
  - Admissions / Intake
  - Outreach & Recruitment
  - Sales & Marketing
  - Report & Document Preparation
  - Account Management
  - Client Caseload Management
  - Windows; MS Office; Proprietary Software
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## PROFESSIONAL EXPERIENCE

### OUTREACH & ADMISSIONS SPECIALIST

*Northland Workforce Training Center, Buffalo, NY, February 2018-Present*

- Recruit students for skilled manufacturing training programs
- Schedule and complete initial phone appointments with prospective students
- Assist new applicants with completion of online college applications
- Lead weekly pre-enrollment presentations and tours for public and potential students
- Present to and educate an average of 160 community members per month
- Develop interactive presentations to captivate individuals from diverse backgrounds
- Utilize MS Office Suite to create spreadsheets and databases for tracking and reporting
- Identify and contact organizations with potential for appropriate applicants
- Foster relationships with regional high schools and community organizations
- Schedule an average of 10-15 on-site and off-site outreach events per month
- Represent the training center at career fairs, school presentations and other events
- Build the image and reputation of the center at all times
- Log contact information from interested individuals and conduct follow up
- Serve as point of contact for parties seeking more information
- Research trends in advanced manufacturing and energy industries
- Complete and submit monthly reports in a timely manner

### CAREER COUNSELOR

*Horizon Health Services, Buffalo, NY, February 2016-February 2018*

- Maintain caseload of 70-80 clients referred from chemical dependency counseling services from four different locations
  - Perform intakes / admissions and guide clients through the process of goal formation
  - Assist socioeconomically and culturally diverse clients with completion of applications for college, FASFA, and ACCES-VR
  - Maintain regular and confidential contact with clients and complete monthly reporting
  - Identify barriers to career plans and counsel accordingly
  - Facilitate referrals to outside educational/career resources as appropriate
  - Record accurate documentation of all client contacts in scheduler and digital client database
  - Constructed and piloted vocational education program
  - Design, revise and lead individual and group presentations on topics pertaining to career and educational goals
  - Attract referrals to career counseling services by promoting program through presentations and regular attendance at faculty meetings
  - Participate in professional development trainings, such as motivational interviewing and recovery coaching, to enhance and broaden job related skills
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## TREATMENT ASSISTANT

*Horizon Health Services, Sanborn, NY, March 2015-February 2016*

- Served as overnight custodian of care for two residential rehabilitation facilities
- Monitored community through hourly rounds
- Generated reports and prepared routine paperwork for day shift
- Coordinated with clinical staff to ensure effective client care

## SALES & EVENT MANAGER

*Victorianbourg Wine Estate, Wilson, NY, Sept 2013-April 2015*

- Oversaw 35+ wholesale accounts across Western New York
- Attracted new business through cold calls and presentations
- Scheduled and conducted in-store tastings at wholesale account locations to encourage sales and endorse new products
- Coordinated participation of winery in public events and markets
- Engaged in monthly in-store contact with wholesale customers
- Designed and implemented themed events to maintain interest and draw new customers
- Represented winery in public events to promote winery image and attract customers

## MARKETING & SALES

*The Winery at Marjim Manor, Appleton, NY, August 2012-April 2014*

- Presented wine for tasting and sale at various community events, farmer's markets, and in-store tastings across upstate New York
- Led guided tours of the winery's historic manor house
- Acted in theatrical performances hosted by the winery
- Used experience to guide customers through tasting experience and purchase selections

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## TEACHING EXPERIENCE

### STUDENT TEACHING, FALL 2011

*Various Grades, DeSales Catholic School, Lockport, NY*

*Eleventh Grade, Wilson High School, Wilson, NY*

- Led instruction of classes of 20 to 25 students in world and American history
- Designed and modified lessons from curriculum established by supervising teacher
- Evaluated student work and submitted grades in timely manner
- Implemented use of new technologies in instruction

### PRACTICUM EXPERIENCE, SPRING 2010

*Grade 8, Mount Morris Central School, Mount Morris, NY*

- Designed and co-taught small group lessons with another candidate
- Designed and modeled several project based assessments for students

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## EDUCATION & CERTIFICATION

STATE UNIVERSITY OF NEW YORK AT GENESEO, BACHELOR OF ARTS

*Graduated Cum Laude with 3.57 GPA. Concentration in Adolescent Education, May 2011*

COMPTIA IT FUNDAMENTALS CERTIFICATION, NOVEMBER 2020

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## COMMUNICATION

Member Lockport AM Toastmasters, 2013 to 2018, Competent Communicator

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## LEADERSHIP

Rotary Youth Leadership Award Recipient 2013

*Selected for week-long program designed to enhance skills in communication, teamwork and leadership*

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