

Addison Kelley

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SUMMARY

Higher education career development professional with five years of experience advancing **academic readiness, career readiness, professional development**, persistence, retention, and student transitions. Holds a Master of Education in Higher Education Administration and has guided diverse students, alumni, faculty, staff, employers, and community partners through coaching, workshops, internships, recruiting, and graduate study planning. Supervised graduate assistants through onboarding, performance feedback, and development planning while building consistent service practices. Designed programs covering resumes, cover letters, interviews, informational interviewing, offer negotiation, professional conduct, time management, and prioritization. Managed career technology, communication plans, reports, publications, calendars, and employer events. Brings thoughtful **cross cultural communication** and collaborative program leadership that can support meaningful student outcomes and strong institutional partnerships.

EXPERIENCE

Assistant Director, Career Development July 2024 - Present
Lakeview State University *Columbus, OH*

- Direct career readiness programming, coaching, **graduate staff supervision**, employer engagement, recruiting activities, technology workflows, reporting, publications, and campus communications for students and alumni.
- Directed career readiness coaching for students and alumni, connecting exploration with internships, employment, and **graduate study**.
 - Supervised four graduate assistants through onboarding, coaching standards, development plans, and performance feedback practices.
 - Facilitated workshops on resumes, interviews, negotiation, **professional conduct, time management**, and prioritization for varied audiences.
 - Coordinated employer **information sessions**, interview schedules, internship promotion, and campus engagement for entry level opportunities.
 - Administered **career technology** for appointments, events, employer engagement, and student communications through practical workflows.
 - Produced program reports, planning materials, publications, event calendars, and targeted outreach for campus partners.

Career Success Coach, Student Success October 2021 - June 2024
Riverton College *Dayton, OH*

- Provided individualized academic and career coaching, experiential learning coordination, workshops, communication campaigns, employer events, orientation support, and service reporting for diverse students.
- Delivered coaching for persistence, goal setting, **career exploration, experiential learning**, and transition planning across diverse caseloads.
 - Designed orientation and departmental **workshops**, adapting **career readiness** content for varied student preparation levels.
 - Coordinated internship referrals with faculty and site supervisors through preparation, registration, and experiential learning milestones.
 - Built email, web, calendar, and campus communication campaigns promoting career events and student services.
 - Supported employer visits, **recruiting events**, admissions programs, orientation activities, and **career fairs** for campus constituents.
 - Compiled participation data and feedback into recurring reports that refined resources, workshops, and service delivery.

PROJECTS

Employer Partnership Program 📅 2026
Created a coordinated employer engagement model connecting information sessions, internship promotion, interview schedules, student communications, and campus partners.

Career Readiness Workshop Series 📅 2024
Built a practical workshop series covering resumes, interviews, professional conduct, negotiation, time management, and career exploration for diverse audiences.

LEADERSHIP & AWARDS

- Graduate Staff Supervision Recognition, Lakeview State University, 2025
- Career Development Program Contribution Award, Riverton College, 2024
- Professional Development Committee Service, Ohio Career Development Association, 2023

EDUCATION

Master of Education in Higher Education Administration 2021
Ohio University GPA: 4.0 *Athens, OH*
Coursework: Student success, career development, program assessment, organizational leadership

Bachelor of Arts in Communication Studies 2019
University of Cincinnati GPA: 4.0 *Cincinnati, OH*

Coursework: *Interpersonal communication, public speaking, organizational communication, media studies*

CERTIFICATIONS

- Global Career Development Facilitator 📅 2023
- Career Services Foundations Certificate 📅 2022

TECHNICAL SKILLS

- **Career Development:** Career coaching, career exploration, interview preparation
- **Academic Support:** Academic readiness, persistence coaching, retention planning
- **Experiential Learning:** Internship coordination, experiential learning, site supervision
- **Employer Relations:** Employer recruiting, information sessions, employer partnerships
- **Workshop Delivery:** Workshop facilitation, presentations, orientation programming
- **Career Documents:** Resume coaching, cover letter coaching, editing
- **Communication Tools:** Email campaigns, web content, digital calendars
- **Program Administration:** Program reports, event calendars, publications
- **Staff Leadership:** Graduate supervision, onboarding, performance evaluation
- **Career Technology:** Appointment systems, event systems, student communications
- **Student Engagement:** Student outreach, alumni engagement, campus partnerships
- **Professional Practice:** Offer negotiation, professional conduct, time management

SKILLS

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|----------------------|----------------------------|------------------------------|---------------------------|
| • Career coaching | • Professional development | • Graduate staff supervision | • Communications planning |
| • Academic readiness | • Experiential learning | • Workshop facilitation | • Reporting |
| • Student success | • Internship coordination | • Recruiting events | • Interview preparation |
| • Career readiness | • Employer relations | • Career technology | |

PROFESSIONAL AFFILIATIONS

- Ohio Career Development Association, Professional Development Committee Member
- Midwest Collegiate Career Services Network, Conference Volunteer

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST