

Addison Kelley

Associate Director, Academic, Career, and Professional Development

📞 (614) 555-2847

✉️ addison.kelley@example.com

🌐 linkedin.com/example/addisonkelley

📍 Columbus, OH 43215

STRENGTHS

- ♥️ **Student Coaching**
Coaching conversations connected academic goals with career direction. Students left with clearer next steps and greater confidence.
- 👥 **Graduate Staff Leadership**
Graduate assistants received steady feedback and practical guidance. Consistent service became easier for students to recognize.
- 🗣️ **Workshop Facilitation**
Workshops turned unfamiliar career tasks into manageable actions. Participants asked better questions and applied lessons quickly.
- 🎧 **Employer Engagement**
Employer events became welcoming points of connection. Campus partners gained trust through organized recruiting support.
- 🌐 **Cross Cultural Communication**
Listening closely helped diverse students feel respected. Coaching resources became more useful across different experiences.

SKILLS

Career coaching

Academic readiness

Student success Career readiness

Professional development

Experiential learning

Internship coordination

Employer relations

Graduate staff supervision

Workshop facilitation

Recruiting events

Career technology

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

Lakeview State University 📅 July 2024 - Present 📍 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

Riverton College 📅 October 2021 - June 2024 📍 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

Communications planning

Reporting Interview preparation

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Assistant Director, Career Development at Lakeview State University (2.2 Years)

● Career Success Coach, Student Success at Riverton College (2.7 Years)

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

Ohio University 🎓 GPA: 4.0 📅 2021 📍 Athens, OH

***Coursework:** Student success, career development, program assessment, organizational leadership*

Bachelor of Arts in Communication Studies

University of Cincinnati 🎓 GPA: 4.0 📅 2019 📍 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

PROFESSIONAL AFFILIATIONS

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

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST