

Leila Villanueva

Career Development Specialist

📞 (405) 555-6831

✉️ leila.villanueva@example.com

🌐 linkedin.com/example/leilavillanueva

📍 Edmond, OK 73034

STRENGTHS

- ♥️ **Student centered advising**
Helped learners connect interests, programs, and job goals. Students often left appointments with clearer next steps.
- ♥️ **Labor market translation**
Turned regional demand data into plain guidance. Staff relied on summaries during advising and student presentations.
- 👥 **Cross campus teamwork**
Coordinated with faculty, internship staff, and support teams. Shared context made referrals smoother for students.
- 🗣️ **Program facilitation**
Led orientations and workshops with practical examples. Participants asked more focused questions as sessions progressed.
- ✔️ **Progress follow through**
Tracked referrals, participation, and next steps. Consistent records helped teams spot service gaps earlier.

SKILLS

Career Advising Job Placement

Student Success

Student Retention

Labor Market Data

Workforce Development

Career Exploration

Student Progress Tracking

Workshop Facilitation

New Student Orientation Job Fairs

Internship Resources

Apprenticeship Resources

SUMMARY

Career development professional with 3 years supporting college students through **career advising**, employment preparation, **job placement**, workforce exploration, and retention services. Uses labor market data to explain connections among **in demand occupations**, academic pathways, credit and noncredit programs, internships, apprenticeships, and hiring needs. Provides individual guidance through **computerized career resources**, job searches, resume preparation, orientations, workshops, job fairs, and employer events. Tracks student progress, referrals, participation, and service outcomes while connecting learners with tutoring labs, faculty, counseling, financial wellness, and community resources. Builds productive relationships with academic divisions, workforce staff, internship partners, employers, and student support teams across campus settings. Clear written communication, confident presentations, organized follow through, and practical community college experience support meaningful student decisions and stronger education to employment outcomes.

EXPERIENCE

Career Advising Coordinator

University Career Center 📅 July 2025 - Present 📍 Edmond, OK

Coordinate career advising, **employment** preparation, workforce exploration, and retention focused programming for undergraduate and adult learners. Support multiple campus stakeholders through student centered guidance, labor market interpretation, experiential learning connections, and outcome tracking.

- Guided students through career options, academic pathways, and job search plans using individual advising sessions.
- Interpreted regional **labor market data**, connecting occupational demand with programs, credentials, and **hiring needs**.
- Documented computerized career resource use, student goals, referrals, follow up needs, and progress updates.
- Coordinated **internship** and **apprenticeship** information with experiential learning staff for timely student opportunities.
- Facilitated orientations, career workshops, and employer preparation sessions for varied student populations.
- Tracked advising outcomes and participation, informing adjustments to career and **retention** programming.

Career Services Assistant

Community College Student Success Office 📅 October 2023 - June 2025 📍 Oklahoma City, OK

Supported **career advising** and job placement services across workforce and general academic programs. Connected students with employment resources, academic assistance, personal support, and practical next steps while helping staff evaluate retention services.

- Supported **job placement** follow through from initial **career exploration** through employment preparation activities.
- Prepared local labor market summaries linking occupational demand, **college curriculum**, and required preparation.
- Facilitated orientation sessions on career research, job search resources, internships, and employment tools.
- Maintained internship, apprenticeship, and job opportunity information for student access and staff referrals.
- Connected students with **tutoring labs**, faculty, counseling, financial wellness, and **community** support services.
- Compiled participation and progress information for program reviews and retention service evaluation.

Written Communication

Stakeholder Relationships

LANGUAGES

English Native

Spanish Proficient

MY CAREER



● Career Advising Coordinator
at University Career Center (1.2
Years)

● Career Services Assistant at
Community College Student
Success Office (1.7 Years)

PROJECTS

Regional Workforce Pathways Program 📅 2025

Worked with advising staff and workforce partners to translate regional hiring demand into accessible pathway guidance. Students compared academic programs, credentials, internships, and employment options with clearer next steps.

Student Career Readiness Series 📅 2024

Coordinated practical sessions on career exploration, computerized employment resources, resumes, and interviews. Collaboration with faculty and support staff helped students move from uncertainty toward realistic employment preparation.

LEADERSHIP & AWARDS

- Career Services Provider Certificate recipient, NCDA, 2025
- Student Success Program Recognition for dependable advising support, 2024
- Career workshop leadership recognized by campus student support partners, 2024

EDUCATION

Bachelor's Degree in Human Relations

University of Central Oklahoma 🎓 GPA: 3.8 📅 2023 📍 Edmond, OK

Coursework: Career counseling, organizational behavior, interpersonal communication, workforce development

CERTIFICATIONS

- Career Services Provider Certificate, NCDA 📅 2025
- Career Development Foundations Certificate 📅 2024

TECHNICAL SKILLS

- **Career Services Systems:** Handshake, career databases, student service systems
- **Labor Market Research:** occupational demand data, regional labor reports, hiring trend analysis
- **Student Advising Methods:** individual advising, career counseling, case follow up
- **Employment Preparation:** resume guidance, job search strategy, interview preparation
- **Academic Pathway Support:** credit programs, noncredit programs, curriculum alignment
- **Experiential Learning:** internships, apprenticeships, employer partnerships
- **Student Success Services:** tutoring labs, faculty referrals, counseling referrals
- **Program Delivery:** new student orientation, workshops, lunch and learn sessions
- **Event Coordination:** job fairs, employer events, student presentations
- **Outcome Assessment:** student progress tracking, participation review, service evaluation
- **Communication Tools:** written communication, verbal communication, presentation delivery
- **Campus Collaboration:** academic divisions, workforce staff, support services

PROFESSIONAL AFFILIATIONS

- National Career Development Association, Career Services Provider community
- Oklahoma career services and student success professional network
- Campus workforce development and internship coordination group

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST