
CAREER ADVISOR RESUME

Objective:

Seeking employment as a Career Advisor in a qualified organization in order to bring my years of expertise in the industry to the table.

Qualifications:

- Remarkable experience in career advising and employer relations
 - Profound knowledge of job opportunities in public, private and non-profit sector
 - Ability to interact with others on a professional level
 - Ability to evaluate progress and direct student in selecting suitable career
 - Ability to interact with students, parents and teachers
 - Strong PC skills and experience with Internet search engines and MS Office
 - Proficient in career management software, MS office suite and Internet research
 - Excellent customer service and communication skills
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Professional Experience:

Career Advisor, August 2005 – Present
Embry-Riddle, Sylvester, GA

- Provided one-on-one employment assistance to both students and graduates.
- Responded to student questions with regard to the externship, employment and placement processes.
- Assisted students with career preparation concerns throughout their tenure at the College.
- Advised graduates on interview techniques and critique their resumes.
- Maintained employer database.

Career Advisor, May 2000 – July 2005
American University, Career Center, Sylvester, GA

- Provided advise to the students on career development, job seeking skills and industry trends.
 - Provided feedback to students with respect to individual job search skills.
 - Assisted the students in identifying areas requiring further training.
 - Conducted the specific job development activities for entry level and alumni job leads.
 - Established long term working relationships with businesses and industries.
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Education:

Bachelor's Degree in Psychology, Cypress College, Cypress, CA

Master's Degree in Psychology, Bemidji State University, Bemidji, MN

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