

ADJUNCT INSTRUCTOR, VOLUNTEER CAREER ADVISER
Professional Summary

Administrative professional with extensive experience in academia, sales, customer service in a number of venues. Highly competent in persuasive customer communication as particularly evidenced in the six years of serving as an on-line sales consultant and business owner. Desires a position in customer service where compelling communication plays a strong role.

Core Qualifications

- Results-oriented
- Excel in all areas of customer service
- Client-focused
- Microsoft Office
- Reports generation and analysis
- Contract negotiation/review/drafting
- Quick learner
- Training and development

Experience

Adjunct Instructor, Volunteer Career Adviser Oct 2013 to Current

Company Name 1/4 City , State

- Teach courses on American and International Politics.
- Work with career staff to assist undecided and graduating seniors.

Consultant (Company is being dissolved due to declining economy) Jan 2009 to Current

Company Name 1/4 City , State

- Began consultancy as a professional and academic writer specializing in grant writing projects.
- Currently completing coursework in the extension program at the University California at Irvine program for certification as an Independent Educational Consultant.

Organizational Culture Advisor, Customer Service Agent (Project work) Jul 2014 to Oct 2014

Company Name 1/4 City , State

- Performed all duties related to the sales and promotion of architectural products.
- Worked with Vice-President on conceptualizing new ways in workforce training.

Apparel Associate -Seasonal Position Jan 2014 to Jan 2014

Company Name 1/4 City , State

- Maintained organization of fitting rooms.
- Managed return purchases.
- Worked the register at times of peak business.

Secretary to the Board of Directors Oct 2012 to Oct 2013

Company Name 1/4 City , State

Liaison for the Board to ameliorate tensions between parties during the time the Theatre closed.

Director of Education Programs Oct 2005 to Jan 2009

Company Name 1/4 City , State

- Conceptualized and designed a program to retain Millennial and Boomer talent at early career stages and facilitate cross-generational collaboration.
- Worked with CEO in development of national marketing strategies and product for Millennial "at-risk" students, responsible for assessments and debriefings of key client stakeholders.

Director of Career Services Jul 2002 to Oct 2005

Company Name 1/4 City , State

- Changed career services office to career development/service learning model based on Cognitive Information Processing model (one of only 16 such centers nationwide).
- Realized 40% increase in student usage of services and 67% increase in job placement.
- Developed a Leadership Fellows Program for national experiential learning opportunities.
- Changed curriculum to include course for rising sophomores/transitioning juniors: "Seminar on Career Development and Professionalism" combining both theory and extensive praxis Received institutional recognition based on Center achievements.
- Personally recognized as one of only 3 departmental directors to achieve highest levels of performance excellence, i.e. pushing University forward."

Graduation Auditor/Adjunct Assistant Professor Oct 2001 to Apr 2002

Company Name 1/4 City , State

Served as assistant registrar in addition to responsibilities of auditing every senior for suitability to graduate. Also taught courses as Visiting Assistant Professor.

Adjunct Associate Professor/Academic Advisor Oct 1996 to Apr 2001
Company Name 1/4 City , State

Taught 6 classes on Organizational Behavior and Politics. Advised over 100 students.

Education

B.A , Middle East Studies May 1986 Fordham University 1/4 City , State , US GPA: Summa cum Laude

Summa cum Laude Middle East Studies, Recipient of High departmental honors.

M.A , Political Science 1989 Fordham University 1/4 City , State , USA

Graduated with GPA of 4.0.

Professional Affiliations

I have worked with NACE and NAACADA (Academic organizations). I constantly attend either in person (DC) or on-line meetings with a host of organizations that offer professional guidance and advice,

Skills

Academic adviser and analyst. Consultant with strong client focus, grant writing. Leadership skills in several venues, marketing strategies, office skills, sales, published and technical writer.

Additional Information

- HONORS AND AWARDS Chapter Member of design team of Top National Award Winning Millennial Emotional Intelligence Assessment Product "Education-In-Motion," HR Executive, 2006 Highest Professionalism," University of Charleston, 2002-2003 Outstanding Service Award 2001, New York University New York University Dean's Dissertation Fellowship 4