# James Wilson

## Career Counselor

- james.wilson@email.com
- **123)** 456-7890
- Atlanta, GA
- in LinkedIn

## **EDUCATION**

# MASTER OF EDUCATION (M.Ed.)

## **School Psychology**

Georgia State University

- December 2012 May 2014
- Atlanta, GA

# **SKILLS**

Networking

Professional Development

Communication

Coaching

Job Market Understanding

Resume & Cover Letter Guidance

**Interview Preparation** 

Career Pathing

# **CERTIFICATIONS**

**YEAR 2020** 

NATIONAL CERTIFIED COUNSELOR (NCC)

YEAR 2016

CAREER SERVICES PROVIDER (CSP)

#### **JANUARY 2021 - CURRENT**

# CAREER COUNSELOR GEORGIA INSTITUTE OF TECHNOLOGY | ATLANTA, GA

- Grew annual interview callback rates of the university by 19% using the latest resume and cover letter strategies.
- Organized 4 workshops each semester on job market trends to help students become well-versed in industry-specific knowledge.
- Showed 79 students the best opportunities in their fields, with 86% gaining clarity on their career as per feedback forms.
- Advised long-term career paths for 64% of consulting students.

#### FEBRUARY 2017 - DECEMBER 2020

# CAREER COACH TECHBRIDGE | ATLANTA, GA

- Guided 17 homeless individuals every month, increasing their interview success rate by 41% via private coaching sessions.
- Initiated a mentorship program that paired 8 theft victims with industry professionals, expanding their network in 2 emerging industries.
- Led a team of 3 junior coaches, allowing the department to handle 26% more clients each year.
- Organized a career fair, connecting clients with 38 employers.

#### **MAY 2015 - JANUARY 2017**

# STUDENT SUCCESS COACH GEORGETOWN UNIVERSITY | ATLANTA, GA

- Provided one-on-one coaching to 181 students each year, assisting them to reach their personal and professional goals.
- Designed a new interview preparation program that boosted postgraduation job offer rates by 32%.
- Worked with 7 industry professionals to hold networking events, raising student hiring rates by 52%.
- Mentored 44 students, with 91% reporting major academic improvements.

#### SEPTEMBER 2014 - MARCH 2015

# HEALTH AND WELLNESS EDUCATOR KAISER PERMANENTE | ATLANTA, GA

- Held 6 burnout coaching sessions, helping interns find openings with high employee satisfaction rates.
- Authored a monthly newsletter on wellness topics, with 492 subscribers.
- Delivered 9 public service-based professional development seminars.
- Facilitated 13 internal promotions by teaching employees about the best practices in healthcare positions.

#### **WORK EXPERIENCE**