

Ed Leader

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21000 Canvas Road
Boca Raton, FL 33431

EDUCATION

Florida Atlantic University Boca Raton, FL
Master of Education in Higher Education Leadership May 2016

Florida Atlantic University Boca Raton, FL
Bachelor of Arts in Intercultural Communication & Sociology August 2013

HIGHER EDUCATION EXPERIENCE

FAU Career Center Boca Raton, FL
Career Counselor for Undeclared Students May 2016 - Present

- Provide career counseling services to FAU students with special emphasis on undeclared students
- Execute effective intake questions to lead students to choose a correct major and career focus based off their *Major Knowledge* results using the Interest Inventory Assessment
- Coordinate and presents career development outreach programs to first year students and parents at Orientation including *Major Knowledge* and undeclared majors sessions for Admission Open House and Campus Day events
- Facilitate an average of 3 workshops weekly to guide students in deciding on a major, configuring a career path, job search strategies, and developing an effective resume
- Assist with majors fairs, grad school fairs and career fairs

Career Advisor June 2014 - March 2015

- Assisted students with career goals and needs such as resume critiques, choosing a major, choosing a career and finding jobs and internships
- Marketed and referred to *Major Knowledge*, where students can take online career assessments
- Conducted mock interviews to give interviewing tips to prepare students for actual interviews
- Facilitated 10+ workshops introducing students to the Career Center resources

University Advising Services at Florida Atlantic University Boca Raton, FL
Graduate Intern; Directed Independent Study June 2015 - July 2015

- Trained on the Appreciative Advising model for Academic Advising
- Shadowed advising sessions with first year students, second year students, and at-risk students
- Collaborated with the ACCESS program to prepare at-risk students through workshops on time-management, study skills, and test-taking strategies

College of Arts and Letters Student Academic Services Boca Raton, FL
Intern/ Office Assistant January 2013 - August 2013

- Shadowed advisors daily schedules and observed daily appointments
- Consulted Academic Services office on simplifying their interactions with students to remove jargon and communicate more effectively
- Contributed to the social media accounts to educate students on what services the office had to

- offer, while also notifying students of important dates and deadlines
- Secured confidential student files by ensuring their data was maintained and compiled in an organized fashion by exercising my proficiencies in Google Doc's

TEACHING EXPERIENCE

Temple Temple

Religious School Educator

Coral Springs, FL
September 2012 - Present

- Instruct 8-11 year old children to read and write Hebrew, which leads to a 85% success rate each year
- Customize a curriculum appropriate for each age group, while tracking each students pace and abilities through monthly assessments

Coral Springs School

Certified Substitute Teacher

Coral Springs, FL
September 2013 - June 2014

- Implemented lesson plans in classes up to 25 students in grades 6 – 12 for all subjects
- Reported on days positive and negative situations, in order to insure correct outcome

WORK EXPERIENCE

Temple Temple

Assistant, Operations and Outreach

Coral Springs, FL
August 2009 - June 2014

- Managed schedule and weekly meetings for Senior Officiant, booking clients into 2017
- Organized logistics and facilitated religious programming for 100+ members

Hillel of Broward and Palm Beach

Ask Big Questions Fellow

Boca Raton, FL
September 2012 - June 2013

- Collaborated in the planning and execution of campus wide conversations revolving around “Big Questions”, which lead to more student participation in other main Hillel events
- Created social media campaigns to spark dialogue on campus reaching 70+ students

PROFESSIONAL AFFILIATIONS AND CONFERENCES

- National Career Development Association (NCDA) March 2011 - Present
 - Professional Standards Committee Member
- National Association of Student Personnel Administrators (NASPA) May 2011 - Present
 - NASPA FL Drive In, Tampa, FL

SKILLS

- Experience working with Blackboard and Banner
- Social Media: LinkedIn, Twitter, Instagram, Pinterest and Facebook
- Proficient in Microsoft Suite