Anneliese Okwuosa

Career Counselor

Boston, MA · anneliese.okwuosa@example.com · (617) 555-0106 · LinkedIn

SUMMARY

Career counselor with 6 years advising university students and adult job seekers. Holds about 650 one-to-one appointments a year, runs a 10-session job search series and manages 35 employer partners for the College of Arts and Sciences. Trained in Strong Interest Inventory, MBTI and Handshake.

EXPERIENCE

Career Counselor, Arts and Sciences — Larchmont University Career Center

Boston, MA · Aug 2021 – Present

- Hold 600-700 one-to-one advising appointments a year on major choice, resumes, interviews and offers, with 4.8 of 5 average student ratings.
- Raised the college's 6-month first-destination rate from 81% to 88% over 3 graduating classes.
- Built a 10-session job search series for juniors and seniors attended by 240+ students a year.
- Grew employer partners for humanities and social science majors from 14 to 35 in 3 years.
- Interpret 150+ Strong Interest Inventory and MBTI results a year and write follow-up action plans.

Employment Specialist — Mystic Valley Workforce Partnership

Somerville, MA · Jan 2019 – Jul 2021

- Carried a caseload of 45-60 adult job seekers, helping 112 of them start jobs in 2 years.
- Ran 3 weekly resume and interview labs for groups of 8-15 clients.
- Placed 28 clients in paid apprenticeships through 6 partner employers.

SKILLS

Advising: Career exploration, resume and cover letter review, mock interviews, offer negotiation coaching

Assessments: Strong Interest Inventory, MBTI, CliftonStrengths, values card sorts

Systems: Handshake, Salesforce, Microsoft 365, Qualtrics survey reports

Outreach: Employer relations, workshop design, faculty partnerships, alumni mentoring

EDUCATION

M.Ed. Counseling, Career Development Track, Salem Harbor University, 2019

Global Career Development Facilitator (GCDF), 2022

Fictional example by FindAJobAI: the person, employers and numbers are invented.