

Sample Professional Summary Statements

- Energetic career development professional with MS in Counseling and Student Personnel and over 3 years of combined experience in career services and human resources.
 - Experience working with a diverse population of traditional and nontraditional students, both in person and in an online environment.
 - Innovative, strong presenter with experience leading webinars and facilitating in-person workshops.
 - Proven ability to leverage technology and develop and deliver impactful career-related content.
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High-performing, strategic-thinking professional with more than six years' experience in employment services in the non-profit and higher education sectors. Highly skilled at relationship-building with clients and across organizations and teams; exceptional writing, presenting, and interpersonal communication skills. Adept at assessing needs, generating options, and implementing solutions in collaboration with clients and stakeholders. Well-versed in all phases of recruitment and hiring, including defining job roles, assessing needed skills and qualifications, and evaluating candidates. Experienced at managing projects from the requirements gathering/needs identification phase through to completion.

Respected and dedicated professional with experience providing internal employee development, team effectiveness and leadership development consulting to all levels of an organization. Able to design and implement strategic plans and develop high performing teams.

Dedicated and enthusiastic professional with over six years experience in higher education advising. Consistently receive outstanding feedback for workshops and sophomore level exploration courses. Proven expertise in establishing rapport and building trust with students from a variety of backgrounds, including first generation college students. Possess strong written and verbal communication skills and ability to partner across departments to meet the needs of students.

Respected and self-motivated professional with more than 12 years of experience managing multiple projects simultaneously. Extensive experience managing large-scale projects from the requirements gathering phase to completion. Highly skilled in tracking details, communicating deadlines, and following-up with internal and external partners to ensure on-time completion within budget. Ability and interest in learning and incorporating new technology. Consistently receive positive feedback from managers, co-workers and clients.

Motivated self-starter with experience in **Marketing** and **Customer Relations**. Currently pursuing a **BS in Marketing**. Proven ability to work with difficult situations and provide a high level of service to clients.

Enthusiastic professional with proven ability to design and deliver training to a variety of individuals on topics ranging from safety to computer programs. Currently pursuing a Bachelor's in Human Resource Management with a major in Training and Performance Improvement. Possesses easily transferable skills such as organization, working with teams, and writing skills.