***John J. Adams***

xxx Westbrooke Drive Phone-Home-410-xxx-5xxx

Salisbury, MD 21801 E-Mail-rcxxxxtxu@hotmail.edu Work-410-xxx-xxxx



**Objective**

To obtain the Admissions Counselor position at Fairmont State College

**Education**

M.A. COUNSELING, West Virginia University, Morgantown, WV G.P.A. 3.9/4.0 May, 1996

B.A. EDUCATION (Social Studies-Grades 5-12), Fairmont State College, Fairmont West Virginia May, 1991

 (Graduated Cum Laude)

**Related Skills**

*Recruiting/Communication Skills*

* Lectured at various college day programs, non-traditional workshops, campus visitations, etc.
* Assisted in planning Fall and Spring Campus Visitation Open Houses for approximately 1,000 students and family members.
* Presented at West Virginia Roadrunners Conference for in-and out-of-state college admissions representatives.
* Spoke to Greek Council concerning positive fraternity/sorority campus image and program options to encourage responsible drinking.
* Chosen to present at Tau Kappa Epsilon Annual Fall Leadership Conference.
* Alert prospective students and parents about the all facets of college life at the Fall and Spring Open Houses (approximately 300-500 in attendance at each).

*Organizational Skills*

* Coordinated various on-campus career fairs per year-graduate, health, education and job fairs.
* Developed Fairmont State College Internship Clearinghouse Service.
* Hosted Annual West Virginia Association of Collegiate Registrars and Admissions Officers Roadrunner Conference.
* Initiated career awareness workshops for displaced workers in Marion County.
* Compiled follow-up studies on graduates-data used for further study with faculty for curriculum development.
* Organized TKE homecoming reunion and orchestrated 150-person banquet.

*Management Skills*

* Direct supervision of Career Services personnel including staff, student workers and interns.
* Responsible for budget management of Career Services Office and presenting proposals that warrant expenditure justification.
* Managed 60 person plus fraternity as sergeant-of-arms and implemented strict attendance policy. Attendance increased 34% while serving in this capacity.
* Active participant on the Enrollment Management Committee to develop an action plan for enrollment strategies.
* Assist with training student counselors and implementation of New Student Orientation Program.

**Work Experience**

*Associate Director of Career Services,* Salisbury State University 1997-Present

Salisbury, Maryland

*Director of Career Services,* Fairmont State College 1996-1997

Fairmont, West Virginia

*Admissions Counselor*, Fairmont State College 1992-1996

Fairmont, West Virginia

**Achievements/Activities**

* Nationally Certified Counselor (#48853) by National Board for Certified Counselors.
* Possess West Virginia State Teachers Certification.
* Chosen Chairperson of Salisbury Sunrise Rotary Scholarship Committee.
* Served as Tau Kappa Epsilon president, treasurer and sergeant-at-arms.
* Honored as Top Chapter Member of Tau Kappa Epsilon Fraternity.