

JENNIFER H. STEWART, M.Ed.
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OVERVIEW OF QUALIFICATIONS

- Experienced in providing program development and counseling services to students in the secondary and higher educational settings, as well as, other individuals making career/educational decisions.
- Strong ability to develop and implement successful program initiatives.
- Excellent written and oral communication skills coupled with strong interpersonal qualities.
- Directs activities associated with educational programs and services.
- Coordinates all support staff, projects, operations and activities related to the academic preparation and performance of program participants.
- Assesses procedures to determine if program objectives were being met; thereby identifying and resolving potential issues.
- Prepares weekly and monthly narrative and statistical reports for dissemination.
- Conducts seminars that clearly articulated the mission and goals of various student related programs and projects.
- Skilled at developing partnerships with community-based organizations and various student-led groups.
- Functioned as Records Administrator for the Georgia Department of Mental Health, Mental Retardation and Substance Abuse, ensuring uniformity and clarity of all program records.

PROFESSIONAL EXPERIENCE

UNIVERSITY OF WEST GEORGIA
EXCEL Center - Academic Advisor

Carrollton, Georgia

Advises students who have not declared a major, are early and pre-Arts & Sciences majors, and students seeking admission to selective programs, such as nursing. Major duties and responsibilities include identifying the level of academic risk in new students by using current tools and developing and implementing methods for increasing contact with students identified as at-risk; responding to Early Alert academic warnings from UWG faculty and staff; assisting students in exploring career options in relation to their academic interest areas or programs of study; advising a caseload of undergraduate students on academic matters following a holistic philosophy of academic advisement; working with other EXCEL Center staff members to assist all students in their academic success at UWG; referring students to appropriate departmental offices, faculty, and support services for help with academic, personal, career counseling, academic skills development, and financial aid.

HOLYOKE COMMUNITY COLLEGE

Holyoke, Massachusetts

Upward Bound Program

Assistant Director/Special Programs Coordinator

Worked closely with students, parents, teachers and guidance counselors to ensure appropriate academic development and success of low-income; first-generation to college students. Program offerings include a six-week residential and commuter summer academic program, after school tutoring and mini courses that assist students improve and advance academically. Also, managed, processed and distributed confidential and sensitive documentation, as well as, provided and distributed pertinent information to staff and program collaborators. Directly supervised a staff consisting of professional teachers, tutors, residential directors and assistants, peer mentors and administrative support.

JOBS FOR BAY STATE GRADUATES, INC.

Holyoke, Massachusetts

Career Specialist/Teacher

Holyoke High School

Prepared high school students for transition from school-to-work by creating, organizing and administering programs to provide them with opportunities for training in employability skills, job or career information finding skills, math and reading skills and basic occupational skills. For evaluation purposes, recorded and documented student attendance and progress in all training activities and creates, as well as conducted an on-going job development plan in an attempt to place students in full-time entry level positions upon graduation.

UNIVERSITY OF MASSACHUSETTS

Amherst, Massachusetts

Career Counselor

Donahue Institute for Governmental Services

Provided a full array of re-employment/re-training services to dislocated individuals, including on-site orientation, resume review/development, job readiness/career counseling, job development and referral to other services. Also designed, implemented and monitored pre-educational, pre-occupational and occupational training programs; produced and used employee-marketing materials for outreach efforts.

GEORGIA DEPARTMENT OF LABOR

LaGrange, Georgia

Employment Counselor

Implemented dislocated worker program for approximately 600 participants. Provided career counseling, comprehensive assessment of individual's skills and abilities and conducted weekly Job Search/Jobs Skills Workshops. Coordinated the publication of the Employee Handbook and developed various workshop materials for exclusive Department of Labor use.

EDUCATION

CAMBRIDGE COLLEGE, Cambridge, Massachusetts

Master of Education Degree, Integrated Studies

LAGRANGE COLLEGE, LaGrange, Georgia

Bachelor of Arts Degree, Social Work