

LAUREN JOHNSON, M.S.

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Career Services Specialist with experience in student counseling, professional development, employment relations and program development geared towards process improvement. Thrives within institutions that works to promote standards of excellence and welcomes an innovative team player.

Related Proficiencies

- Strong customer service skills with proven ability to interact well with diverse clientele and service groups
- Proficient in document processing, database management and technical as well as operative program development
- Experience with implementing alternative dispute resolutions and tactics in higher education
- Extensive experience with creating strategic & specialized career development plans

Professional Experience

University of West Georgia, Career Services, Carrollton, GA

Career Development Specialist

January 2014 - Present

- Build relationships as the liaison for Athletics, College of Business and College of Art and Humanities
- Assist students with career development through presentation, workshops and critiques
- Create career development plans to aid in student retention and progression in conjunction with Complete Georgia Plan
- Lead individual and group career advisement sessions

Georgia Piedmont Technical College, Clarkston, GA

Career Specialist

2013

- Counseled students with career assessments providing critical feedback for job placement
- Advised students and provided resume development workshops and critiques
- Maintained active relationships with employers and community for student recruitment
- Created and presented career seminars providing comprehensive overviews on how to develop resume packages from start to finish and instructional workshops on professional dress and interviewing skills; conducted 5 part series in class seminars
- Approved incoming job postings and properly assesses student profiles for company placement

University of Nevada, Las Vegas, NV

Career Counselor

2011- 2012

- Assisted in the planning and organization of Spring Career Day and Internship Fairs
- Managed CareerLink database site including screening new employers, approving job postings, generating announcements and employer communication, and coordinating internships
- Processed finances for Career Day and Internship Fair and followed up with unpaid accounts
- Provided presentations about career services for faculty, staff and student organizations on campus
- Liaison between career services and multiple department chairs and respective colleges
- Managed content and generated reports on Simplicity database

Women's Track and Field, University of Nevada, Las Vegas, NV

Volunteer Coach (Internship)

2011- 2012

- Taught and demonstrated sprint drills and warm up techniques to 25 women
- Organized and lead team meetings on behalf of head coach
- Helped head coach with any administrative work
- Aided head coach with coaching sprinters and documenting times

Computer Software and Assessments

- Simplicity (NACELink) and Experience (eRecruiting)
- Optimal Resume database
- Microsoft Office
- MBTI/Strong Inventories
- GCIC Career database

Volunteer Experience

- Aided in the organization for Red Heels Heal Walk American Heart Association to raise awareness of heart disease
- UNLV Athletic Department Women in Sports Day/Breast Cancer awareness organized physical activities for little girls ages 5-12
- UNLV Track and Field Senior Outdoor Track and Field Olympic Games assisted with set-up and break down of equipment
- UNLV Track and Field Spring Track and Field Clinic for children ages 6-12 years

Track and Field Accomplishments

- NCCA Division I National Qualifier, 4x 100 Relay, 2008
- NCAA Division I Outdoor Track and Field Regional Qualifier, 4 x 100 Relay, 2006
- NCAA Division III Track and Field All-American, 400 meter relay, 2004

Organizations

- Delta Sigma Theta Sorority, Inc.

Education

University of Nevada, Las Vegas, NV

Master of Science, Physical Education

May 2012

Bachelor of Art, Journalism Media Studies

May 2008