

# CINDY TANAKA

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## OBJECTIVE

Seeking a Career Counselor position at a public university.

## HIGHLIGHTS

- Experience counseling students one-on-one and in group settings for a university career center.
- Excellent written communication skills which have been applied to reviewing 300+ resumes and cover letters.
- Strong public speaker with the ability to deliver engaging and informative professional development workshops.
- Background in supervising staff, event planning, and community outreach.
- Knowledge of career development theories, college student development, and applying theory to practice.
- Computer Skills: NACElink Symplicity, Qualtrics, Constant Contact, Adobe Illustrator, Prezi, Microsoft Office.

## EDUCATION

### Master of Arts Degree in Counseling and Guidance

June 20xx

*Student Affairs & Higher Education Concentration*

California Polytechnic State University (Cal Poly), San Luis Obispo, CA

### Bachelor of Arts Degree in Psychology

May 20xx

California State University Channel Islands, Camarillo, CA

## RELEVANT COURSEWORK

Counseling Theory & Practice, Law & Ethics in Higher Education, Microskills in Counseling, Action Research, Group Process & Leadership, Educational & Career Planning, Programs & Functions in College Student Personnel, Educational Leadership, Lifespan Human Development

## HIGHER EDUCATION EXPERIENCE

### First Year Success Program Coach

January 20xx-Present

Mustang Success Center, Cal Poly: San Luis Obispo, CA

- Facilitate break-out sessions for up to 10 first-year students on academic probation.
- Employ motivational interviewing techniques to coach students in reflection and goal-setting.
- Provide ongoing mentorship and support to students throughout the quarter.

### Graduate Intern, Career Services

September 20xx- June 20xx

Cal Poly: San Luis Obispo, CA

- Facilitated one-on-one drop-in career counseling appointments for 100+ students per quarter.
- Developed and led a career exploration group for second year students.
- Counseled students on topics such as writing resumes/cover letters, interview strategies, and change of major.
- Referred students to other campus departments as appropriate (e.g., college-specific academic advising centers, Mustang Success Center, Veterans Success Center, Disability Resource Center, Academic Skills Center, etc.).
- Created a marketing/public relations plan to increase student engagement on MustangJOBS.

### Summer Bridge to Success Program Coordinator

February 20xx-Present

Workforce and Economic Development & Community Programs, Cuesta College: San Luis Obispo, CA

- Organize and implement a 5-week long summer program serving 25 at-risk high-school age youth.
- Oversee staff of 6, including recruitment, training/onboarding, and management of scheduling/payroll process.
- Schedule and conduct in-person program outreach sessions across San Luis Obispo County.
- Lead 2-hour program orientation for participants and parents/guardians.
- Develop improved program curriculum and plan field trips.
- Facilitate development of 25 on-campus job placements.

## PROFESSIONAL ASSOCIATIONS

Member, *National Association of Colleges & Employers (NACE)*

20xx-Present