

ANITA JOB
1101 Creek Bridge Rd.
Pace, FL 32570
(850) 237-5427
ajob@hotmail.com

OBJECTIVE Management position in human services field requiring organizational abilities and strong interpersonal skills.

EDUCATION **Master of Science, Counseling** 12/2006
University of West Florida – Pensacola, FL
Graduated Summa Cum Laude - Overall GPA 3.98

Bachelor of Science, Education 8/2001
University of South Alabama – Mobile, AL
Graduated in 4 years while working 25-30 hours per week

SKILLS & ABILITIES

Counseling & Assessment

- Advised students on career fields related to academic major
- Administered career assessment inventories and Graduate Record Examination
- Advised students on resumes, interviewing, and job-search strategies

Budget Management

- Managed annual financial aide budget of \$850,000
- Projected fiscal year financial requirements and wrote supporting justification
- Developed monthly, quarterly, and annual reports using standard office software

Marketing & Communication

- Coordinated publicity for programs through group presentations, direct mail campaigns, public-service announcements and press releases
- Edited promotional pieces ranging from brochures to course catalogues
- Created on-line guide outlining student employment policies and procedures

EMPLOYMENT **Education Services Specialist** 8/2001-8/2004
Eglin Air Force Base – Ft. Walton Beach, FL

Intern, Career Services 8/1999-6/2001
University of South Alabama – Mobile, AL

Waitress 7/1997-8/1999
Peg Leg Pete’s – Pensacola Beach, FL

REFERENCES Available upon request