

Market Your Skills: Interpersonal,  
Analytical, Leadership, Communication

## Sarah K. Davis

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### EDUCATION

#### Northwestern University, Evanston, IL

June 2015

*Master of Science in Higher Education Administration and Policy*

Master's Research Project: "What on-the-job experiences at a college union relate most strongly with undergraduate learning outcomes?"

#### University of Virginia, Charlottesville, VA

*Bachelor of Science in Psychology*

Magna Cum Laude

Highlight any relevant experience within higher education through internships, graduate assistantships, or volunteer work

June 2012

### CAREER SERVICES EXPERIENCE

#### University Career Services, Northwestern University

*Career Counseling Intern*

August 2014 - Present

- Conduct internship advising to undergraduate students and attended internship unit meetings to discuss trends and development
- Provide individual career counseling services for students, including major/minor decision-making guidance, assessment administration and interpretation, and job search consultation
- Develop an 'International Alumni Panel' event with International Student Association members: composed invitations, coordinated with NU's Alumni and the International Office, directed the marketing efforts, and moderated the discussion between panelists and over 50 attendees
- Analyzed and critiqued student resumes and cover letters, interpret Myers-Briggs and Interest Inventory assessments, administer values and majors card sort activity on a weekly basis

#### Alumni Sharing Knowledge Program, University of Virginia

July 2012 - Present

*Alumni Career Mentor*

- Offer career development guidance to undergraduate students, graduate students and alumni: mock interviews, resume critique, networking advice, and academic planning
- Participated in an academic and professional panel discussion for low-income and first-generation students (TRiO Student Support Services)
- Selected to feature professional profile in the Career Center's online newsletter for April 2013

Focus on the population you served, resources developed, area of specialty, and key accomplishments

Demonstrate ability to work with people of all levels (students, staff, faculty, administrators) and background

### STUDENT AFFAIRS EXPERIENCE

#### University of Virginia Alumni Relations Association, Charlottesville, VA

April 2010 - June 2012

*Graduate Assistant*

- Strategized and liaised daily with an Advancement Team consisting of the Dean, development officers, and communications team in order to support the academic mission of the University
- Increased outreach and recruitment of alumni volunteers from the 100,000 alumni through targeted outreach with campus partners, LinkedIn, development officers, and a customer relationship management database
- Built partnerships with identified alumni to increase career mentorship, internship, and networking opportunities for students

### SKILLS

**Technical** MS Word, Excel, PowerPoint, Publisher; Social Media: LinkedIn, Facebook  
**Language** Spanish (fluent)