

**FRANK DUBOIS**  
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## **PROFESSIONAL OBJECTIVE**

A counseling position where my organizational abilities, human relations skills, education and work experience will be utilized to benefit the institution and its students.

## **EXPERIENCE**

### **Counseling & Assessment**

- Advised 400+ students on degree requirements; nominated students for award of degrees.
- Administered exams to over 500 students to include Career Assessment Inventories, Strong Interest Inventories, and Graduate Record Examinations.
- Provided advice to students concerning resume development, job-search strategies, and interviewing techniques.

### **Budget Management**

- Managed \$1.8 million tuition assistance budget.
- Projected fiscal year financial requirements and provided narrative justification.
- Created daily, quarterly, and annual reports with Microsoft Word and Microsoft Excel.

### **Marketing and Communication**

- Publicized career-related events by speaking at student organizational meetings, writing promotional letters and distributing public service announcements to targeted publicity outlets.
- Created comprehensive guidebook delineating the steps and procedures involved in processing tuition assistance applications.

## **EDUCATION**

**Master of Science in Counseling**, December 20xx  
University of Nebraska-Lincoln

**Bachelor of Science in Education**, May 20xx  
University of Nebraska at Kearney  
**Major:** Elementary Education

## **EMPLOYMENT**

**Education Services Specialist**, Education Services Center  
Offutt Air Force Base, Omaha, Nebraska, 20xx - 20xx

**Intern**, College of Business Administration Advising Center  
University of Nebraska at Kearney, Fall 20xx

## **PROFESSIONAL AFFILIATIONS**

American Counseling Association  
National Career Development Association  
Philanthropic Educational Organization