

JENNIFER M. IUVONE, M.Ed.

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SUMMARY OF QUALIFICATIONS

- Full-time Career Counselor specializing in resume-writing
- Experienced in working with individuals one-on-one to craft highly effective resumes
- Frequently teach classes and workshops and deliver presentations on resume-writing
- Experienced in hiring and serving on search committees

EDUCATION

Master of Education in Counseling: Human Relations May 2007
Northern Arizona University, Flagstaff, AZ

Bachelor of Arts in Psychology May 2005
University of Central Florida, Orlando, FL

RELATED EXPERIENCE

Career Counselor August 2007 – Present
Boise State University, Career Center

- Work one-on-one with individuals to produce personalized, targeted documents
- Critique resumes and cover letters, in person and via email
- Develop resume and cover letter handouts and samples
- Develop and lead workshops on resume and cover letter writing
- Give presentations on resumes and cover letters, as well as all aspects of the job search
- Instruct a Career Entry Strategies course for graduating students
- Answer questions from other Career Center staff on resume-writing
- Reviewed resumes and letters as part of the hiring committee for new professional advisors

Adjunct Instructor August 2007 – Present
Boise State University, Advising and Academic Enhancement

- Instruct a Career Planning course
- Teach resume and cover letter writing, as well as all other job search topics
- Provide feedback and work with individuals on improving their resumes and cover letters

Career Advisor Intern January 2007 – May 2007
Northern Arizona University, Gateway Student Success Center

- Worked one-on-one with individuals to produce personalized, targeted documents
- Reviewed resumes and letters as part of the hiring committee for new professional advisors
- Provided revisions for the center's 2007/2008 Job Search Guide

Graduate Program Assistant June 2005 – May 2007
Northern Arizona University, Freshmen Academic Programs

- Reviewed resumes and conducted interviews for the purpose of making hiring decisions (hired 30-35 staff per year)

RELATED AFFILIATIONS

National Career Development Association (NCDA), active Professional Member
Idaho Career Guidance Association (ICGA), active member