

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 clients.

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.

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 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 2005
University of Nebraska–Lincoln

Bachelor of Science in Education, May 1999
University of Nebraska at Kearney
Major: Elementary Education

EMPLOYMENT

Intern, College of Business Administration Advising Center
University of Nebraska–Lincoln, August 2004 – December 2005

Education Services Specialist, Education Services Center
Offutt Air Force Base, Omaha, Nebraska, May 1999 – July 2002

PROFESSIONAL AFFILIATIONS

American Counseling Association
National Career Development Association
Philanthropic Educational Organization

