

*Elaine Stewart*  
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## **Summary of Qualifications**

Coordinator of Job Location Development with thirteen years experience in Student Development, consisting of Advising, Career Services and Student Employment. Served for five months as Acting Assistant Director for Student Life. Hired, trained and evaluated student workers and support staff. Developed, coordinated Job Fairs, workshops and classroom presentations. Designed flyers, brochures, banners and bulletin boards promoting special events. Presented before large audiences at national and regional conferences and classrooms.

## **Professional Experience**

### **Collin County Community College, McKinney, Texas**

**1989-present**

#### *Special Events Planning & Coordinating*

- Developed and coordinated Job Fairs involving students, community and employers for Collin County Community College.
- Charter member of Metroplex Area Consortium of Career Centers (MAC3) planned and participated in Job Fairs hosted by 45 area colleges and universities including 100-250 employers.
- Served for two years on the Board of the National Student Employment Association.
- Conference Chair 2001 for the National Student Employment Association.
- Budgeted all 2001 National Student Employment Association conference expenses.
- Assisted in fund raising for student scholarships at Collin County Community College.
- Organized and assisted in the planning and coordinating of National Career Month and National Career Week for Collin County Community.

#### *Supervision & Training*

- Hired and supervised over 60 student workers, two fulltime and two part-time support staff.
- Trained student workers and staff in career testing, scoring test and the use of employment software.
- Conducted personality and career inventory testing, counseling and encouraging students and community members pursuing college degrees and career choices.

#### *Creativity*

- Implemented and assisted in designing the first job search database for Student Employment at Collin County Community College converting to On-line job databank for students to upload resumes for employers.
- Created flyers, brochures, posters and display bulletin boards for marketing workshops, employment and Career Services.
- Designed the 2001 program cover for National Student Employment Association.

#### *Public Speaking*

- Developed and presented PowerPoint presentations for classrooms on topics including Myers-Briggs Type Indicator, Resume Writing, Job Search, Networking, and Interviewing Skills.
- Presentations included the following conferences:
  - National Association of Student Personnel Administrators* "Interviewing Techniques", Dallas, TX 1994
  - Inter-association Conference* "Be A Red Hot Chili Pepper, Put Spice Into Career Services", Dallas, TX 1995
  - National Student Employment Association* "Marketing Student Employment", Hilton Head, SC 1995
  - Southern Association Student Employment Administrators* "Attitudes Toward Differences", Savannah, GA 1999
  - National Student Employment Association* "Attitudes Toward Differences", Baltimore, MD 1999
  - Junior Community College Student Personnel Association* "Attitudes Toward Differences", Plano, TX 1999
  - National Student Employment Association 2001 Conference* "Welcome Address", San Antonio, TX 2001

## **Education**

University of Texas at Dallas, Richardson, Texas – B.A., Visual Arts

## **Professional Memberships**

North Texas Job Corp Center – Community Relations Council, McKinney, TX, Southern Association Student Employment Administrators, National Association Student Employment Administrators, Metroplex Area Consortium of Career Centers, McKinney Chamber of Commerce.

## **Awards & Certifications**

1999 CCCCCD Nominee for The Ambassador Award    1999 Nominee Student Development Excellence Award  
1996 CCCCCD College Partner Award                      1994 Certificate Career Counseling  
1994 Total Quality Management – Texas Instruments  
1993 Certified Interviewer/Development Dimensions International-Targeted Selection