



Contact info

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📍 United States, Chicago, IL

Jennifer Smith

Career Counselor

Education

- **University of Illinois at Chicago** 2022 - 2024
United States, IL
- **University of Illinois at Chicago** 2018 - 2022
United States, IL
- **National Career Development Association**
Certification Date: March 2023

Skills

Job search strategies and career planning	██████████
Resume writing and interview coaching	██████████
Networking and personal branding	██████████
Workshop facilitation and public speaking	██████████
Knowledge of labor market trends	██████████

Professional summary

Proactive Counselor with 2 years of experience in guiding students and professionals in career planning and job placement. Skilled in resume writing, interviewing techniques, and job market research.

Experience

- **Career Counselor** February 2023 - Now
Chicago Community College, United States, IL
 - Provide career counseling services to students, assisting with job search strategies, resume writing, and interview preparation.
 - Conduct workshops on job readiness skills, networking, and personal branding.
 - Collaborate with local businesses and organizations to facilitate job placement opportunities for students.
 - Maintain resources on job market trends and career opportunities for various fields.
- **Career Services Assistant** August 2022 - January 2023
Northeastern Illinois University, United States, Chicago, IL
 - Supported career counselors in providing services to students, including resume critiques and mock interviews.
 - Assisted in organizing career fairs and employer networking events.
 - Maintained the career resource library and updated job postings.