

John J. Adams

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OBJECTIVE

To obtain the Director of Admissions position at Fairmont State College

EDUCATION

M.A. COUNSELING, West Virginia University, Morgantown, WV Overall GPA: 3.9/4.0 May, 2004

B.A. EDUCATION (Social Studies-Grades 5-12), Fairmont State College, Fairmont West Virginia May, 2000
Overall GPA: 3.6/4.0 (Graduated Cum Laude)

RELATED SKILLS

Recruiting/Communication Skills

- Lectured at various college day programs, non-traditional workshops, campus visitations, etc.
- Assisted in planning Fall and Spring Campus Visitation Open Houses for approximately 1,000 students and family members.
- Presented at West Virginia Roadrunners Conference for in-and out-of-state college admissions representatives.
- Spoke to Greek Council concerning positive fraternity/sorority campus image and program options to encourage responsible drinking.
- Chosen to present at Tau Kappa Epsilon Annual Fall Leadership Conference.
- Alert prospective students and parents about the all facets of college life at the Fall and Spring Open Houses (approximately 300-500 in attendance at each).

Organizational Skills

- Coordinated various on-campus career fairs per year-graduate, health, education and job fairs.
- Developed Fairmont State College Internship Clearinghouse Service.
- Hosted Annual West Virginia Association of Collegiate Registrars and Admissions Officers Roadrunner Conference.
- Initiated career awareness workshops for displaced workers in Marion County.
- Compiled follow-up studies on graduates-data used for further study with faculty for curriculum development.
- Organized TKE homecoming reunion and orchestrated 150-person banquet.

Leadership/Management Skills

- Serve as leader of Career Services personnel including staff, student workers and interns.
- Responsible for budget management of Career Services Office and presenting proposals that warrant expenditure justification.
- Managed 60 person plus fraternity as sergeant-of-arms and implemented strict attendance policy. Attendance increased 34% while serving in this capacity.
- Active participant on the Enrollment Management Committee to develop an action plan for enrollment strategies.
- Assist with training student counselors and implementation of New Student Orientation Program.

WORK EXPERIENCE

Associate Director of Career Services, Salisbury University 2000-Present
Salisbury, Maryland

Director of Career Services, Fairmont State College

Admissions Counselor, Fairmont State College 1996-2000
Fairmont, West Virginia

ACHIEVEMENTS/ACTIVITIES

- Nationally Certified Counselor (#48853) by National Board for Certified Counselors.
- Possess West Virginia State Teachers Certification.
- Chosen Chairperson of Salisbury Sunrise Rotary Scholarship Committee.
- Served as Tau Kappa Epsilon President, Treasurer and Sergeant-at-Arms.
- Honored as Top Chapter Member of Tau Kappa Epsilon Fraternity.