

Anita Job

3789 Goforit Avenue, Omaha, NE 68101
402-489-0000, joba@unk.edu

EDUCATION

Master of Science in Education, May 2010

Specialization: Student Affairs Counseling

University of Nebraska at Kearney

Bachelor of Science in Education

Major: Elementary Education, May 1999

University of Nebraska at Omaha

EXPERIENCE

Counseling & Assessment

- Advised 400+ students on degree requirements
- 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 techniques

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 student organizational meetings, writing promotional letters and distributing public service announcements to targeted publicity outlets
- Edited and updated the annual Education Services Center informational brochure
- Created comprehensive guidebook delineating the steps and procedures involved in processing tuition assistance applications

EMPLOYMENT

Graduate Assistant, College of Education, University of Nebraska at Kearney, 2007 – 2010

Education Services Specialist, Offutt Air Force Base, Omaha, NE., 1999 – 2007

Intern, Academic Advising Center, University of Nebraska at Omaha, Fall 1998

PROFESSIONAL AFFILIATIONS

American Counseling Association
National Career Development Association
Philanthropic Educational Organization