

TATIANA GAONA, M.Div., M.A

SUMMARY

Talented Higher Education professional with experience in career advising and internship placement. Passionate about helping college students learn job search skills and strategies. Strong presentation, communication and interpersonal skills. Proven success in developing relationships with employers and identifying internship opportunities for students.

SKILLS

Job Search Advising	Work Ethic	Computer/Technical Literacy
Critical Thinking/Problem Solving	Teamwork / Collaboration	Workshop/Conference Presentation
Internship Placement	Employer Relations	Event Planning

EXPERIENCE

Saint Peters' University <i>STEM Internship Coordinator</i>	Center for Career Engagement and Experiential Learning	Jersey City, NJ 09/2019 – present
<ul style="list-style-type: none">• Develop relationships with employers and identify STEM internship opportunities for students• Communicate and market internship and employment opportunities to STEM students• Act as the liaison between Saint Peter's University and the internship site providing support to both employers and students• Ensure students are prepared to apply for internships by facilitating individual advising sessions in career readiness: resume, cover letter, mock interviews, etc.• Review students' applications and determine internship placement		
The New School <i>Experiential Opportunities Coordinator</i>	Academic Advising and Career Development	New York, NY 10/2017 – 09/2019
<ul style="list-style-type: none">• Reviewed and approved Experience Learning Agreements• Assisted employers participating in the internship program by educating in best practices and answering any questions they might have• Delivered bi-weekly workshops on career related topics: resume writing, job search, interviewing, networking, and career services offerings• Ensured students were prepared to apply for internships by facilitating individual advising sessions in career readiness: resume, cover letter, mock interviews, etc.• Provided career advising to international students; issued CPT and I-20• Worked with staff in other departments to ensure internship policies and procedures are consistently applied• Assisted with the planning and coordinating of events supporting diverse student populations		
Ramapo College of New Jersey <i>Program Coordinator</i>	Cahill Career Development Center	Mahwah, NJ 10/2013 – 10/2017
<ul style="list-style-type: none">• Assisted students seeking career counseling, on/off campus jobs, and internship placement• Assisted alumni seeking career counseling• Served as the initial point of contact for employers seeking to hire qualified Ramapo students and alumni• Maintained online career management system, <i>The Archway</i>, by updating jobs, internships, and co-op/internship opportunities• Coordinated and support the planning and execution of career events and programs during regular and evening hours by scheduling and marketing events, coordinating budget and catering and analyzing events' outcomes		

William Paterson University**Office of New Student Experience****Wayne, NJ***Peer Leader (temporary)*

9/2016 – 12/2016

- Worked closely with instructor on the planning and instruction of the first-year seminar course
- Provided additional support to students during their first year at William Paterson University

Westminster Theological Seminary**Glenside, PA***Administrative Assistant***Academic Affairs Office**

03/2012 – 05/2013

- Developed the school's course schedule
- Coordinated and assisted with the planning of school events: commencement, conferences, and faculty inaugurations
- Assisted with the development of the academic catalog
- Served as secretary for Academic Cabinet and faculty meetings
- Maintained the office webpage ensuring the information was updated regularly

*Administrative Assistant***Registrar's Office**

06/2010 – 03/2012

- Served as a "first-stop" counselor to students by monitoring and responding to all inquiries and requests, including transcript requests, enrollment letters, program changes, etc.
- Provided academic advising to students: orientation, transfer of credits, add/drop, withdrawals, and graduation audit
- Worked to ensure adherence to school practices and policies
- Maintained student history and records

EDUCATION

William Paterson University of NJ

Wayne, NJ

Master's in Higher Education Administration

09/2015 – 08/2017

Degree Earned: 08/2017

GPA: 4.0

Westminster Theological Seminary

Glenside, PA

Master of Divinity - Counseling

09/2006 – 05/2010

Degree earned: 05/2010

GPA: 3.5

Moody Bible Institute

Chicago, IL

Bachelor of Arts

08/2002 – 12/2005

Degree earned: 12/2005

GPA: 3.8