

TATIANA GAONA

Talented Higher Education professional with experience in career and academic advising. Passionate about helping first generation and low-income college students succeed. Strong presentation, communication, and interpersonal skills.

SKILLS

Career/Job Search Advising
Critical Thinking/Problem Solving
Academic Advising

Work Ethic
Teamwork/Collaboration
Employer's Relations

Computer/Technical Literacy
Workshop/Conference Presentation
Event Planning

EXPERIENCE

Hudson County Community College

Interim Director of Career Services

Jersey City, NJ

04/2022 – Present

- Provide leadership and direct the daily operations of career services and assigned personnel
- Manage and monitor the annual operating budget
- Engage in strategic planning by designing and implementing in person and virtual campus recruitment, workshops and other targeted initiatives engaging students with employers to increase students' professional network and job prospects
- Collaborate with faculty to embed career concepts in general education curriculum such as interview skills in Speech courses
- Manage college portal page and career services software to track engagement, oversee employer partnerships, and market internships, job opportunities, and events for students
- Provide mentorship and leadership development for students selected for competitive programs coordinated by the department

Hudson County Community College

Career Coach

Jersey City, NJ

12/2020 – 04/2022

- Counsel and coach students and alumni with career exploration, career readiness and career management needs via individual sessions, classroom visits / workshops and virtual services both remotely and in person
- Assess students and alumni to uncover and explore their strengths, challenges, interests, skills, and values
- Provide academic advising to align educational choices with career planning
- Counsel and coach students and alumni with goal planning strategies and achievement of goal
- Provide short term counseling and intervention for students and alumni with immediate financial and jobplacement needs
- Identify and develop business relationships for events, recruitment opportunities, and job placement. Research careers and local opportunities in depth to support creation of career mapping for students, faculty, and academic departments
- Partner with academic divisions to identify career paths that support students' majors and interests and create opportunities such as custom events, jobs, internships, and volunteer roles
- Design content and market Career Services via social media, bulletins, classroom presentations, electroniccommunication, and other forms of advertising
- Design, project manage and support Career Services initiatives, curriculum, and events
- Document all services and create reports to inform departmental strategy and goals
- Participate in college committees and events, including external networking opportunities, to increase student engagement and partnerships

Saint Peters' University

STEM Internship Coordinator

Jersey City, NJ

09/2019 – 01/2021

- Reviewed students' applications and provided academic and financial advising to students interested in internships
- Developed relationships with employers and identified STEM internship opportunities for students
- Communicated and marketed internship and employment opportunities to STEM students
- Acted as the liaison between Saint Peter's University and the internship site providing support to both employers and students
- Ensured students were prepared to apply for internships by facilitating individual advising sessions in career readiness: resume, cover letter, mock interviews, etc.

The New School*Experiential Opportunities Coordinator***New York, NY**

10/2017 – 09/2019

- Reviewed and approved internship applications and provided academic and financial advising to students interested in internships
- 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*Program Assistant***Mahwah, NJ**

10/2013 – 10/2017

- 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, *The Archway*, 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*Peer Leader (temporary)***Wayne, NJ**

09/2016 – 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*Administrative Assistant, Academic Affairs***Glenside, PA**

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

Westminster Theological Seminary*Administrative Assistant, Registrar's Office***Glenside, PA**

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**

Masters in Higher Education Administration

Degree Earned: 08/2017

Wayne, NJ

GPA: 4.0

Westminster Theological Seminary

Master of Divinity - Counseling

Degree earned: 05/2010

Glenside, PA

GPA: 3.5

Moody Bible Institute

Bachelor of Arts GPA: 3.8

Degree earned: 12/2005

Chicago, IL