

Courtney Loup Edwards

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Professional Summary

Career Services Professional with over 15 years of experience at a Flagship University Career Center

Core Competencies:

Employer Engagement ♦ On-Campus Interviewing Programs ♦ Organizational Branding
Program Development and Implementation ♦ University Leadership and Collaboration

Experience

LSU Olinde Career Center, Baton Rouge, LA

Assistant Director- Employer Relations

June '18 – Present

- Implement and execute strategies to increase participation to perpetuate opportunities for LSU students.
- Supervise and support the Events Manager on planning, developing, implementing and executing all on-campus recruitment programs.
- Supervise and support the OCI Coordinator on the management of the on-campus interviewing program and associated facility management.
- Analyze employer participation in on-campus recruiting activities and development.
- Create, implement, and analyze a process for employer relationship management.
- Provide leadership and vision in goal setting, strategic planning, and assessment of programs.
- Serve as a concierge level account manager for key employer partners.

Assistant Director- Employment Services Recruiting Coordinator

**July '06 – May '18
April '03 – July '06**

- Led the Employment Services staff in the implementation of team initiatives.
- Served as a critical member of the Handshake Implementation Team during the Spring of 2018.
- Responsible for the execution of reports (monthly and annual), goal setting, and strategic initiatives.
- Administered 5 year assessment plan complete with objectives, results, actions, and outcomes.
- Coordinated the development of Employment Services resources (both hard-copy and electronic).
- Coordinated the regular on-campus interviewing program which includes negotiating interview dates and room availability with employers and arranging all details for recruiters for their campus interviewing visit.
- Managed over 590 on-campus interview schedules for over 200 companies annually.
- Publicized all recruitment activities to students and manage the student sign-up system.
- Compiled recruiter evaluations and facilitate annual program review to potentially modify services.
- Scheduled annual recruiting visits such as evening presentations and table sits for over 100 employers.
- Met with employers to tour facilities, explain services, and discuss ways to maximize recruiting efforts.
- Assisted employers in branding their organization on campus and how to target their recruiting efforts.

Emmie Lane, LLC, Baton Rouge, LA

September '04 – December '16

Owner

- Created and independently opened company to promote the sale of dog clothes and accessories. After 4 ½ years operating under the Waggin' Rags Designs, LLC name, converted company over to the creation and marketing of baby and gift items and accessories.
- Designed, created, and delivered products autonomously while maintaining a high level of customer service.
- Executed all business activities including the production, pricing, sales, and/or distribution of products.

Education

Louisiana State University (LSU), Baton Rouge, LA

December '02

Bachelor of Science, Business Management GPA: 3.972
LSU Tiger Girls Dance Team, '00 – '02

Professional Involvement

Southern Association of Colleges and Employers (SoACE): *College Knowledge Group Director, Conference Chair, Conference Programs Committee Co-Chair*
Louisiana Association of Colleges and Employers (LACE): *President, President-Elect, Secretary*
National Association of Colleges and Employers (NACE)

Professional Recognition

SoACE President's Award (2015), LSU Foundation Staff Outstanding Service Award (2012)

Additional Volunteer Service

Woman's Hospital, Baton Rouge, LA Family and Patient Advisory Council

January '16 - Present

- Serve as a resource for Woman's Hospital to evaluate new and current processes, paperwork, facility issues, patient issues and planning and development.
- Serve in a consultant role to express the patient experience in order to improve the overall reputation of the hospital.

BUST Breast Cancer Volunteer

December '14 – Present

- Serve as a volunteer on the BUST Breast Cancer committee to raise funds for a mobile mammography coach to travel the state of Louisiana offering mammograms to underserved women throughout the state.
- Served as Auction Chair for the 2016 event and raised over \$40,000 for the event.

Volunteer, LSU Move-In Day, LSU Roaring Into the Halls, LSU Ag Magic, LSU Fall Fest, Volunteer Judge 2007 and 2008 Songfest (LSU Greek Life)

References

Tracy Evans
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