

Daniel Pape

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SUMMARY OF QUALIFICATIONS:

- Six years of career counseling/consulting experience through the Center for Career Development (CCD) at The University of Tennessee (UT), specifically within the Haslam College of Business (HCB), as well as the University Career Center at the University of Kansas (KU)
- Experience providing one-on-one support and guidance for students, leading classroom presentations/workshops, and teaching courses on several different career related topics
- Demonstrated ability to build rapport with external clients as proven through working relationships (including development of internship and full-time hiring programs) with a diverse set of employers that recruit on campus
- Proven interpersonal skills shown through my collaboration with my supervisor, coordinating with the HCB administrators, supervising a graduate assistant (three over the last five years), and working with faculty members within the HCB
- Excellent oral and written communication skills gained through leading and creating numerous workshops on several career focused topics
- Exceptional reporting skills gained through the collection of first destination data and detailing a concise HCB annual report for the leadership team within the HCB
- Outstanding analytical skills gained through working with career software programs including Symplicity, CSO/GradLeaders, Experience systems, and Microsoft Office products including Excel
- Understanding of the creation and adaption of programming as proven through initiation, increased participation, and assessment of the Professional Clothing Closet initiative, the Scholars of Distinction Supply Chain Management program, and running the Professional Development Certification program at UT
- Budgeting experience gained through planning the annual Tennessee Association of Colleges & Employers (TACE) conference in May of 2016
- Ability to relate to a wide variety of constituents as demonstrated through working with a very diverse population on UT's campus including students with disabilities, first-generation college students, and non-traditional students

PROFESSIONAL EXPERIENCE:

The University of Tennessee – Center for Career Development, Knoxville, Tennessee, July 2017 – current

Associate Director of Employer Development

- Strategic leadership and oversight to a robust recruiting program which engages ~700 national, regional and local employers each year
- Directly supervise three Assistant Directors: Employer Relations, Internship Development, Job Location and Development (Part-time Jobs)
- Provide strategic leadership and training to center staff who have direct contact with employers in strategic planning and goal setting and communication with employers
- Oversee evaluation and reporting of all employer development team activities.

The University of Tennessee – Center for Career Development, Knoxville, Tennessee, June 2012 – July 2017

Career Consultant – Haslam College of Business

- Career Consultant to the Haslam College of Business (HCB) for the human resource management, management, marketing, and supply chain management majors
- Coordinate all career services efforts for the HCB (4,800 undergraduate students) with a team of another career consultant and a graduate assistant
- Supervise one graduate assistant in the CCD each academic year (three total over my five years) through training, evaluating, and critiquing their career coaching appointments
- Direct employers on recruiting practices at UT such as how to: post jobs on the Hire-A-VOL site, participate in career fairs, set up information sessions, develop relationships with faculty, and engage in our on campus recruiting program
- Overcome challenges and problem solve when employers have recruiting needs that have not been met by helping adjust their recruiting plan at UT
- Advise approximately 350 business students per academic year in a one-on-one setting on several career related topics including: choosing a major within the HCB, conducting an internship/job search, resume reviews, and mock interviews
- Present over 30 workshops during the academic year in a classroom setting on a variety of topics including social media strategies, best practices for interviewing, job searching, and how to navigate multiple job offers
- Taught three sections of *Approaches to the College of Business Administration*, which included 25 first year business

students per section, on how to be successful at UT within the HCB

- Instructed six sections of *Career Planning and Placement*, which included 35 sophomore to senior level business students per section, on how to conduct an appropriate job/internship search
- Sat on the leadership team for the CCD during the last external review in 2014 where we prepared documentation, discussed strategic planning for the office, and aimed to move the office to a new space
- Gained extensive knowledge in the Hire-A-VOL career management site, including all reporting functions, which has been run through the Experience and CSO software companies
- Current CCD liaison to the Assessment Committee for the Division of Student Life
- Served on a committee within the CCD known as the “New Technology Team” that reviews all career resource requests coming through the Director and office
- Helped create the Scholars of Distinction Supply Chain Management program, aimed to help approximately 60 rising sophomores through seniors each semester, and run the professionalism/career modules for these students
- Handle the logistics for HCB students that participate in a co-op program
- Implemented and planned the Professional Clothing Closet which saw an increase in participation each semester from both the community donating professional clothes and students attending the closet before the job fair
- Collaborate with a team to run the Professional Development Certification program for HCB students which provides a structured set of career related tasks for students to complete during their sophomore year and helps them grow as young professionals
- Prepare the HCB first destination survey by collecting business students’ post-graduation plans, compiling the data, and creating a detailed report for the HCB leadership team

RELEVANT EXPERIENCE:

The University of Kansas – University Career Center, Lawrence, Kansas, August 2010 – May 2012

Graduate Assistant

- Provided career coaching in a one-on-one setting for KU students and alumni on topics including career and major selection, resume and cover letter development, job and internship searches, and interviewing strategies
- Established rapport with the KU community as shown through positive evaluations
- Interpreted results of career assessments for students including the Strong Interest Inventory, Myers-Briggs Type Indicator (Do What You are), and StrengthsQuest
- Presented and led on-campus workshops for students on topics such as resume writing, interviewing, and internships
- Managed the Facebook and Twitter social media accounts for the office by making daily posts that included relevant articles, current job postings, and upcoming events the office was hosting
- Facilitated two focus groups, comprised of six undergraduate students each, centering on how to better interact with students through the University Career Center social media sites
- Created three website pages for the Careers and KU majors page on the Career Center website
- Assessed career coach statistics by analyzing data on appointment types, presentation information, and number of appointments through Microsoft Excel
- Prepared the School of Education and School of Social Welfare employment destination surveys by organizing the data into a detailed report

EDUCATION:

The University of Kansas, Lawrence, Kansas, completed in May 2012

Master of Science in Education, Higher Education Administration

- *Relevant Coursework:* Career Development, Student Affairs, College Student Theory, Understanding Research in Education, Assessment and Program Evaluation in Higher Education, Research on College Students

Missouri State University, Springfield, Missouri, completed in May 2010

Bachelor of Science, Finance

- *Relevant Coursework:* Financial Accounting, Managerial Accounting, Personal Finance, Investments

PROFESSIONAL ASSOCIATIONS:

National Association of Colleges and Employers, *member*, August 2014 – current

Southern Association of College and Employers, *member*, June 2012 – current

- Currently serving on the 2018 conference planning committee handling exhibitors and sponsorships

Tennessee Association of College and Employers, *member*, June 2012 – current

- Served as VP of Colleges where responsibilities included planning and budgeting (\$12,000) for the 2016 annual conference