

Kevin Oduya

Assistant Director of Career Services

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SUMMARY

Assistant director of career services with 7 years in career advising and employer relations, now overseeing career programming for 9,000 undergraduates. Leads a team of 4, runs a first-year career course and manages the center's Handshake and data analysis for annual reports. Known for clear communication skills with faculty, deans and employers.

SKILLS

- Career Advising
- Employer Relations
- Program Development
- Curriculum Design
- Handshake
- Excel
- Data Analysis
- Staff Development
- Leadership
- Communication Skills

EXPERIENCE

Assistant Director of Career Services

07/2023 - Present

Lake Michigan University

Milwaukee, WI

Public university career center serving 9,000 undergraduates.

- Oversee 4 career advisors and a graduate assistant, reviewing caseloads and coaching quality each month.
- Launch a required first-year career course for **1,100** students, now taught in 45 sections.
- Build an industry advisory group of 18 employers that shaped 3 new internship programs.
- Analyze appointment and outcomes data in Excel for the dean's annual report and program reviews.

Career Advisor

08/2019 - 06/2023

Brew City Technical College

Milwaukee, WI

Technical college of 25,000 students in 200 programs.

- Advised 550 students a year on career advising topics from resumes to job offers.
- Coordinated 2 career fairs a year with 90 employers each.
- Designed a resume review program staffed by 12 peer advisors, cutting wait times from 9 days to 2.
- Wrote curriculum design guides for faculty adding career lessons to 15 courses.

EDUCATION

Master of Science

05/2019

University of Wisconsin-Milwaukee

Milwaukee, WI

Administrative Leadership

CERTIFICATES

CliftonStrengths Certified Coach

Gallup

04/2021