Tamara Ellison

Career Services Manager

Nashville, TN • (615) 555-0116 • tamara.ellison@email.com • linkedin.com/in/tamaraellison

SKILLS

- Employer Relations
- Career Fairs
- Handshake
- Budget Management
- Staff Supervision
- Outcomes Reporting
- Excel
- Microsoft Office
- Organizational Skills
- Communication Skills

EDUCATION

Master of Education

05/2018

Vanderbilt University

Nashville, TN

Higher Education Administration

CERTIFICATES

MBTI Certification

The Myers-Briggs Company

10/2019

SUMMARY

Career services manager with 8 years in higher education career services, now leading a team of 5 advisors at a university of 7,500 students. Owns employer relations, the career fair calendar and outcomes reporting, which reached a 74% knowledge rate in 2025. Brings strong organizational skills to budgets, vendors and Handshake administration.

EXPERIENCE

Career Services Manager 06/2022 - Present

Cumberland Valley University Nashville, TN

Private university of 7,500 students.

- Manage **5** career advisors and 6 student staff, setting caseloads and weekly appointment goals.
- Grow the employer partner list from 400 to 650 through industry visits and alumni outreach.
- Direct 3 career fairs a year and a $95,000 operating budget, cutting fair costs per employer by 15%.
- Publish first-destination outcomes for 1,600 graduates each year with Excel and Handshake data.

Senior Career Advisor 08/2018 - 05/2022

Harpeth Technical College Franklin, TN

Technical college of 4,000 students in nursing, business and trades.

- Advised 700 students a year on resumes, interviews and job offers.
- Led the Handshake rollout, training 40 faculty and staff in the first semester.
- Coordinated 120 employer information sessions and classroom visits each year.
- Mentored 4 peer advisors who handled 900 walk-in resume reviews a year.

Admissions Counselor 06/2016 - 07/2018

Music City College Nashville, TN

Private college of 2,500 students.

- Recruited 180 new students a year from 40 high schools across Middle Tennessee.
- Interviewed 300 applicants a year and presented their files to the admissions committee.
- Planned 6 campus visit days a year for families, each drawing about 150 guests.