

Patricia Valdez

DIRECTOR OF CAREER SERVICES

📍 Boston, MA 📞 (617) 555-0108 ✉️ patricia.valdez@email.com 🌐 [linkedin.com/in/patriciavaldez](https://www.linkedin.com/in/patriciavaldez)

SUMMARY

Director of career services with 13 years in higher education, the last 5 leading a 14-person career center at a university of 11,000 students. Raised positive graduate outcomes to 93%, grew employer partnerships past 1,200 and secured \$1.4M in grants and gifts. Builds strategic planning with deans and alumni relations and holds budget management for \$1.1M.

SKILLS

Other Skills: Strategic Planning, Budget Management, Employer Relations, Fundraising, Outcomes Reporting, Handshake, Excel, Staff Development, Leadership, Communication Skills

EXPERIENCE

Director of Career Services

08/2021 - Present

Charles River University

Boston, MA

Private university of 11,000 students.

- Lead a staff of **14** across advising, employer relations and data, with a \$1.1M operating budget.
- Raise positive outcomes for graduates from 86% to 93% by adding 6 industry career communities.
- Secure \$1.4M in grants and corporate gifts for paid internships, funding 260 students.
- Present outcomes reporting to the board and trustees each fall with Handshake and Excel data.

Associate Director of Employer Relations

06/2017 - 07/2021

Bay Colony College

Worcester, MA

Private college of 5,000 students.

- Grew employer partners from 500 to 900 through industry visits and alumni hiring events.
- Built an on-campus recruiting program with 60 employers each year.
- Managed 3 employer relations staff and the college's corporate fundraising pipeline.

Career Advisor

09/2013 - 05/2017

Merrimack State College

Lowell, MA

Public college of 8,000 students.

- Advised 600 students a year on internships, resumes and graduate school.
- Created a first-generation student career program that served 300 students a year.
- Coordinated 2 career fairs a year with 80 employers each.

EDUCATION

Master of Education

05/2013

Boston College

Chestnut Hill, MA

Higher Education Administration