

# Scott A. Curry

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## EDUCATION

UNIVERSITY OF NORTH FLORIDA

*Master of Business Administration*

Graduation Expected April 2015

*Bachelor of Science in Mass Communication*

Concentration in Public Relations, Minor in History

Graduated December 2010

## PROFESSIONAL EXPERIENCE

UNIVERSITY OF NORTH FLORIDA

COLLEGE OF COMPUTING, ENGINEERING & CONSTRUCTION

*Career Liaison & Coordinator*

December 2013 to Present

- Serves as the primary liaison to the College of Computing, Engineering and Construction (CCEC)
- Works closely with the faculty, advisors and students in this college to keep them apprised of the latest career information and statistics
- Develops and implements outreach and marketing strategies targeting students, alumni, faculty, and administrators
- Assists students with their job search by conducting employability skills training and reviewing resumes
- Manages the operations of the CCEC on-campus recruitment program
- Serves as the primary point of contact for employers seeking to participate in CCEC on-campus recruitment
- Directs the CCEC Cooperative Education Program for undergraduate and graduate students in each curricular area

COGGIN COLLEGE OF BUSINESS – CAREER MANAGEMENT CENTER

*Recruiting Assistant*

July 2012 to December 2013

- Coordinated and tracked on-campus recruiting programs and maintain relations with employers affiliated with the Coggin College of Business
- Managed recruiting activity for business-focused employers in Career Wings
- Provided employers with information about recruitment of Coggin student which includes tutorials on Career Wings, strategies to recruit interns/new graduates and information on upcoming relevant events
- Created and manage excel-based placement system to record and track job placements of Coggin students and alumni
- Managed day to day financials including check requisitions and deposits

DEPARTMENT OF HOUSING & RESIDENCE LIFE

*Resident Assistant (RA), Conference Assistant (CA), Mailroom Assistant*

January 2011 to July 2012

- Awarded 2011 “RA of the Year”, “RA of the Month, January 2011” and “Community of the Month”
- Assisted residents with needs and planned events promoting campus unity, diversity and campus health
- Acted as primary housing tour guide to incoming students for all housing areas
- Organized packages and assured quality in the mailroom

## INTERNSHIP EXPERIENCE

ATHLETIC DEPARTMENT - UNIVERSITY OF NORTH FLORIDA

*Development Intern*

August 2011 – January 2012

## COMPUTER & SOFTWARE SKILLS

- CSO Software / UNF Career Wings
- CMS Web Content Management Software
- Microsoft Office Suite
- Raisers Edge Development Software
- Adobe Photoshop CS4
- Minitab Statistical Software