

Scott A. Curry

1102 Wood Hill Drive • Jacksonville, FL 32256 • 904.620.1139 • Scott.Curry@unf.edu

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