

Patricia Woods

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EXPERIENCE:

Smith College, Lazarus Center for Career Development

Northampton, MA

Assistant Director

2011-Present

Program Facilitation/Administrative Management:

- Individually created Design Thinking programming (based on the methods developed at the Stanford D. School) and facilitated over 10 iterations of the *Designing Your Life* workshop
- Conceptualized and implemented new programming to connect with students such as: "How to Rock Your Internship" panel, "Ask an Advisor" career fair table, "The Job Search for Individuals with Disabilities" workshop, adapting Echoing Green's "Head+Heart=Hustle" workshop, the "Senior Job Search On-the-Go" series, "Young Alumnae in Consulting" panel, "Drop-In hours at the Gym" for athletes, and more
- Outreached to students by way of creative marketing to better connect with under-represented groups
- Identified the need for and created the first ever "Consulting Series" of programs (workshops, panels webinars, and site-visits) aimed at bringing interested students up-to-speed on the industry (now annual)
- Planned and facilitated first-ever multi-day training session for peer advisor/work-study student staff
- Hired, trained, and co-supervised the professional development of 12 peer advisor/work-study students (including the facilitation of weekly group supervision sessions)
- Planned the logistics and implementation for annual "Mock Interview Day" (personally vetted industry professionals/employers) serving approximately 40 students per semester
- Selected to present at annual S.C.C.A. (Small College Career Alliance) conference for two years; created materials/slide deck and facilitated presentation
- Served as a resource to the employer relations team on identifying programming to assist students with navigating the on-campus recruitment cycle hiring trends for internships and full-time roles

Student Preparation and Career Education:

2011-Present

- Established connections with diverse populations and groups of students, advised approximately 25 liberal arts undergraduate/non-traditional students and alumni on a one-on-one basis per week on career exploration, internship search, personal/professional skills development, major selection, graduate school options in individual appointments and telephone/virtual consultations
- Designed and narrated virtual online webshops for student access through the Lazarus Center Website
- Conducted practice interviews and reviewed internship application materials
- Liaised with the Office of Disability Services to provide effective services and workshops that reflect the needs of this population (disclosure options, identifying diversity recruiters, choosing a major, and strengths-based coaching)
- Collaborate with the Athletics Department to create a liaison role to better serve student-athletes
- Identified and effectively worked with diverse employers (3-4 per year) to create site visits for 12+ students
- Administered career inventories including the MBTI, SkillScan, and Knowdell Card Sort
- Facilitated 10+ workshops per semester on the career development process
- Oversee the Forte Foundation Rising Stars Initiative on-campus (recruiting student reps, marketing)

Holyoke Community College, Career Center

Holyoke, MA

Career Advisor

2013-2018

- Conducted individual career advising sessions one evening per week for diverse students and alumni
- Educated students and alumni on how to effectively use Career Cruising and FOCUS assessment databases as well as LinkedIn basics

Columbia University, Center for Career Education (CCE)

New York, NY

Assistant Director (2008-2011) Career Counselor (2007-2008)

2007-2011

- Counseled approximately 40 students in appointments and drop-in sessions per week regarding career advising, resumes and cover letters, the job/internship process, and salary negotiation
- Conceptualized, proposed, and implemented the "Employer Connection Program" which served over 300 students in one year with the opportunity to network, mock-interview, and have their resume critiqued from an industry professional
- Identified, created, and presented numerous 'skill building' workshops and presentations each semester for students on career-related issues, including "The Job Search for Seniors," the "Careers In..." series, "Getting

- a Job on Campus,” “Interviewing Techniques,” and “The Job Search for Electrical Engineers”
- Wrote and published content and news story’s for the Centers web site and for the Columbia U. Spectator
- Served as liaison to the Office of Individuals with Disabilities and collaborated with them on multiple programs and ‘fireside chats’ with Lime (a non-profit organization for recruiting disabled employees)
- Collaborated as part of a team to prepare for large scale programming events including the “Annual Fall Career Fair,” the “Spring Not-for-Profit Career Fair,” the “Engineering Career Fair,” “Job Search Saturday,” “Media Networking Night,” and “International Organizations Day”
- Researched and organized career-related informational material for CCE Tip Sheets on various industries, locations, and procedures in the job search process

Mountbatten Internship Programme

New York, NY

Career Consultant

2009-2011

- Created and presented interactive career development workshops with over 50 students in attendance on topics including salary negotiation, job search, networking and resume and cover letter writing in addition to conducting individual resume reviews to international student interns

VOLUNTEER:

National University of Ireland, Galway (NUIG)

Galway, Ireland

Career Development Workshop Facilitator/Volunteer

2016

- Co-presented with the Director of Career Services at NUIG on the topic of Performance Measurement in Career Services at the National Career Development Conference, AHECS in Cork, Ireland
- Advised Irish students in a career development capacity, created tip sheets on obtaining one year graduate visas, and created a workshop on the differences between Irish CV's and American resumes

Omega Institute

Rhinebeck, NY

Career Development Workshop Facilitator/Volunteer

2014

- Facilitated 3 career development workshops for adult seasonal staff members (“From Omegan to Civilian; Identify your Skills Using the SkillScan Assessment,” “You on Paper ~ Learn to Write a Resume,” and “A Guide to Purposeful Careers; Echoing Green’s Head+Heart=Hustle activity”)
- Volunteered for one month in a variety of activities that fostered wellness, integrity, and teamwork

SCHOLARSHIPS:

NBCC Foundation

Greensboro, NC

Professional Development Award Scholar

2018

- Awarded \$500.00 to advance the professional identity and development of CCE credential holders

Designing Your Life Women’s Retreat

Pacific Grove, CA

Scholarship Recipient

2017

- Participated in an intensive, hands-on experience where I learned to apply the Life Design Framework from the best-selling book Designing Your Life - How to Build a Well-Lived, Joyful Life

1440 Foundation

Rhinebeck, NY

Contemplative Practices in Higher Education

2014

- Selected to participate in a 3 day conference facilitated by the Center for Contemplative Mind in Society to learn about how contemplative practices create educational environments that support engaged learning

ASSESSMENTS:

SkillScan, Myers-Briggs Type Indicator Qualified Practitioner, Frameworks of Design Thinking

Present

EDUCATION:

Columbia University, Teachers College, Masters of Arts in Higher and Postsecondary Education

New York, NY

Smith College, Bachelor of Arts

Northampton, MA

National Career Development Association, Global Career Development Facilitator Certification

Holyoke, MA

PROFESSIONAL ASSOCIATIONS:

National Association of Colleges & Employers (NACE)

Present

National Career Development Association (NCDA)

Present