

SARAH DONOVAN-DULUTH

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FOCUS: CAREER SERVICES FOR HIGHER EDUCATION

Licensed Professional Counselor and Certified Career Management Coach, Expertise in career services, counseling, outreach, program development, presentation and training

PROFESSIONAL QUALIFICATIONS

- Career Counseling/Development
 - Coaching & Mentoring
 - Testing & Assessment
 - Resume Strategies & Preparation
 - Employer Relations
 - Networking & Search Strategies
 - Employment Interviewing
 - Instructional Design
 - Program Development
 - Training & Presentation
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PROFESSIONAL EXPERIENCE

Career Center Manager / Counselor

Wallace Arthur College | Racine, WI

2012 - Present

Member of small professional staff providing a full range of counseling and career services to a 4800-student population. Work independently to plan and deliver customized counseling, support and educational programs to meet the needs of an increasingly diverse student population. Respond to emergency situations and provide crisis intervention as necessary.

- Successfully guide students in defining and selecting career/academic options through coaching, mentoring, value exploration and skills/values assessment.
- Identify staff training needs and provide peer-group educational programs to enhance the skills and competencies of professional counseling team.

Owner

Your Careers, LLC | Racine, WI

2003 - Present

Founded and built a successful instructional design practice offering strategy-based training programs and, most recently, a full range of career services. Clients range from small entrepreneurial organizations to nationally recognized companies. Particularly successful at building relationships, evaluating client needs and successfully collaborating with a diversity of business professionals and executives. Programs implemented include coaching, curriculum development, performance management, leadership development, group dynamics, team-building and communications.

Counselor

Wallace Arthur College | Racine, WI

2009 - 2012

Provided a full range of career services to a diverse college population. Volunteered to assist in designing and presenting student outreach programs.

- Provided career counseling services for all academic programs through appointments and walk-in sessions.
- Supervised two graduate career counseling student interns

Training & Development Support Manager

Burriss Information Solutions | Dayton, OH

2000 - 2003

Fast-track promotion from temporary administrative assignment to permanent, full-time management position within six months as company transitioned from traditional book publishing into the development/delivery of information-rich software products. Appointed to 4-person management team, directing 60 employees in business-to-business sales, service and customer retention. Led a team of four direct reports, all of whom exceeded performance expectations.

- Co-developed training and coaching systems for management that led to retention of highest-performing employees, increasing sales three-fold over goal (turnover <3%).
- Developed ground-up training and support structures, including reward-based performance management system and incentives, enhanced reporting structures and coaching programs.
- Co-developed additional support programs such as leadership development, individual development, computer training and communications skills workshops.

PROFESSIONAL DEVELOPMENT / CERTIFICATIONS / AFFILIATIONS

Continuing professional development in career coaching (Certified Career Management Coach â€" CCMC), resume writing, job search skills, interviewing and various career assessments), group facilitation, fitness/health and psychology.

Memberships:

- National Career Development Association
- American Counseling Association
- Career Management Alliance

EDUCATION

Doctor of Education, Specialization in Higher Education and Adult Learning

Walden University | Minneapolis, MN

Anticipated: 2025

M.Ed. in Community Agency Counseling

University of Wisconsin | Madison, WI

2008

Member, Chi Sigma Iota (Counseling Academic and Professional Honor Society International) Graduate Assistant to Department Chair

Bachelor of Arts, Psychology, summa cum laude

Minnesota State University | St. Cloud, MN

1999

- 1st place Thesis, Undergraduate Symposium for Research/Writing
- Board Member, Minnesota State Human Relations Board

PUBLICATIONS

Donovan-Duluth, S. (in press). *Dream Interpretation*. In Simon, R. (Ed.), *A guide to psycho-spiritual interventions*. Dallas, TX: American Psycho-Spiritual Association.