

Wesley F. Dickens, M.A., CDF

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SUMMARY OF QUALIFICATIONS

- Career Services Professional with over 5 years of teaching and advising experience
- Extensive experience in outreach activities including planning and coordinating career programs
- President of Mississippi Association of Colleges and Employers (MACE)
- Certified by National Career Development Association: Career Development Facilitator (CDF)
- Serve as mentor and advisor to a variety of student organizations
- Awarded 1848 Student Services Award for Division of Student Affairs for outstanding performance in the field

EXPERIENCE

Coordinator of Career Preparation and Internships (June 2016 – Present)

The University of Mississippi School of Business Administration, University, MS

- Advise students on internship search strategies and career preparation
- Instruct BUS 271: Business Communication

Career Planning Specialist/Instructor (May 2013 – May 2016)

The University of Mississippi Career Center, University, MS

- Advised over 2,000 students in career planning and job search strategies
- Instructed EDHE 301: Career and Life Planning
- Adjunct Instructor for BUS 271: Business Communication
- Awarded 1848 Student Services Award for Division of Student Affairs for outstanding performance in the field
- Elected to leadership positions in Mississippi Association of Colleges and Employers
- Certified by the National Career Development Association as a Career Development Facilitator

Graduate Assistant of Job Location and Development (JLD) (August 2011 - May 2013)

The University of Mississippi Career Center, University, MS

- Managed Federal Work Study Program
 - Located and developed off-campus jobs by cultivating relationships with employers in the Oxford/North MS area
- Oversaw performance of 5 student employees
- Co-Instructed EDHE 301: Career and Life Planning

TEACHING EXPERIENCE

BUS 271: Business Communication Instructor (August 2015 – Present)

The University of Mississippi, University, MS

- Conduct a variety of lessons pertaining to business communications including career preparation activities: resume, cover letter, interviewing, and business etiquette
- Create lessons that incorporate both entrepreneur skills and presentation skills with the culmination of the course ending in a presentation to real life investors from the Oxford Lafayette Community
- Encourage interaction and collaboration among peers to gain professionalism, team working, leadership, and communication skills

EDHE 301 Career and Life Planning Instructor (August 2013 – May 2016)

The University of Mississippi, University, MS

- Taught career development lessons to juniors/seniors including job/internship search, job search correspondence, and other career related topics

EDHE 105 Freshmen Experience Co-instructor (August 2012 - December 2012)

The University of Mississippi, University, MS

- Prepared and conducted lessons to help first-year students adjust to the university setting

Local Culture Teacher-Ole Miss Summer Academy (July 2012)
The University of Mississippi Office of Outreach, University, MS

Mathematics and History Teacher (August 2009 - July 2011)
Picayune Memorial High School, Picayune, MS

CAMPUS ENGAGEMENT

Golden Key International Honor Society Advisor (May 2014 – Present)
The University of Mississippi, University, MS

- Serve as Advisor to student organization of approximately 300 students

PROFESSIONAL ASSOCIATIONS

- National Association of Colleges and Employers (NACE)
- Southern Association of Colleges and Employers (SOACE)
- Mississippi Association of Colleges and Employers (MACE)
 - President (2016-2017)
 - Vice President (2015-2016)
 - 4 Year Institution Director (2014-2015)
- National Career Development Association (NCDA)
- Student Affairs Administrators in Higher Education (NASPA)
- The University of Mississippi Student Personnel Association (SPA)
 - Professional Development Coordinator (2012 - 2013)
 - Plan, implement, and teach professional development series to student organization of 50 members

PRESENTATIONS

Dickens, W. (2015). Bringing Strategic Value to Your Institution. Presented at the annual Mississippi Association of Colleges and Employers (MACE) Conference. Tupelo, MS.

HONORS AND ACTIVITIES

- 1848 Student Services Award for Division of Student Affairs
- The Honor Society of Phi Kappa Phi
 - The nation's oldest, largest, and most selective honor society for all academic disciplines
- Kappa Delta Pi International Honor Society of Education
- The University of Mississippi Alumni Association
- The University of Southern Mississippi Alumni Association
- Sigma Chi Fraternity
 - Awarded Model Pledge

EDUCATION

Master of Arts in Higher Education and Student Personnel
The University of Mississippi, University, MS
May 2013, GPA: 4.0, The Honor Society of Phi Kappa Phi

Bachelor of Science in Human Performance (Education Licensure)
The University of Southern Mississippi, Hattiesburg, MS
December 2008, GPA: 3.73, Honors