
SHANDY R. JAMES

144 Shortview Avenue • Buffalo, New York 14201
(716) 666-1636 • shandy@email.com

OBJECTIVE

A counseling position to support an urban student population in attaining their academic and professional goals

EDUCATION

STATE UNIVERSITY OF NEW YORK (SUNY) COLLEGE AT BUFFALO

Master of Science in Student Personnel Administration, 5/XX, GPA: 3.9/4.0

Concentration: Counseling

Bachelor of Arts in Psychology, 12/XX, GPA: 3.7/4.0

INTERNSHIP EXPERIENCE

STUDENT SUPPORT CENTER, Erie Community College, Buffalo, New York

Counselor, 1/XX-present

- Counsel a diverse population of students around personal, mental health, and career issues
- Provide academic advisement and support to students to ensure satisfactory progress toward a degree
- Promote dual admissions programs with local colleges and review tracking guide sheets to assist students in making the transition from a 2-year to 4-year institution
- Facilitated weekly groups on time management, nutrition, and sleep hygiene

FINANCIAL AID OFFICE, Medaille College, Amherst, New York

Advisor, 9/XX-12/XX

- Assessed student eligibility for various financial aid awards using Banner
- Updated files for incoming and current students to assist in determining financial aid packages
- Ensured maximum rewards by following up with students to complete financial aid records
- Created a monthly financial aid newsletter for the institution

INTERNATIONAL STUDENT AFFAIRS OFFICE, SUNY College at Buffalo

Program Coordinator, 1/XX-5/XX

- Coordinated the American Host Family and International Friendship programs by aggressively soliciting the involvement of American families, American students, and International students
- Developed and assessed American Host Family and International Friendship programs
- Co-advised meetings for International Student Advisory Council and reported progress and updates on the American Host Family and International Friendship programs
- Planned a major Tsunami Relief fundraiser program that raised over \$10,000
- Supported international students with their transition to American culture by handling inquiries and directing them to appropriate campus services

REALTED EXPERIENCE

GATEWAY LONGVIEW, Buffalo, New York

Residence Counselor, 10/XX-present

- Counsel and support at-risk female residents ages 13-17
- Provide crisis management at all times during weekly shifts in compliance with NYS guidelines
- Monitor resident progress in school and at worksites
- Encourage the development of independent living skills through activity and mentoring programs

JOAN A. MALEL FAMILY SUPPORT CENTER, Buffalo, New York

Respite Worker, 3/XX-12/XX

- Hired as full-time Respite Worker after one year of volunteering
- Counseled and supported families in crisis
- Planned and scheduled daily recreational activities for clients
- Facilitated process to help clients in attaining goals set by their families and caseworkers

Co-Leader - Coping Skills Group, 10/XX-3/XX

- Counseled recovering substance abuse clients on effective coping skills
- Educated clients on how to effectively develop and use life skills
- Implemented stress management activities

COMMITTEE & VOLUNTEER PROGRAMS

Niagara Movement Lectures Series, **Registration Committee Member**, 20XX-present

Student Personnel Administration Peer Mentoring Program, **Coordinator**, 20XX-present

SUNY College at Buffalo, Upward Bound Black College Tour, **Chaperon**, 20XX

Graduate Association of Student Personnel Administration, **Fundraising Committee Member**, 20XX

PROFESSIONAL DEVELOPMENT

American College Personnel Administration 82nd Annual Convention, 3/XX

SUNY College at Buffalo 9th and 10th Annual Student Affairs Professional Conference, 11/XX & 11/XX

Networking in Higher Education: Building Bridges for a Better Tomorrow, 6/XX

Coalition Building and Diversity Training, 9/XX

PROFESSIONAL AFFILIATIONS

American College Personnel Association (ACPA), Member 1/XX-present

College Student Personnel Administration (CPSA), Member 9/XX-present

Graduate Association of Student Personnel Administration (GASPA), Member 9/XX-present

COMPUTER SKILLS

Microsoft Office: (Word, Excel, PowerPoint, Outlook), WordPerfect, SPSS, Datatel, Banner, Feeds