

Andrew Myers

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Summary

- Extensive experience recruiting diverse populations
- Ability to utilize excellent organizational communication skills in work environment
- Experience recruiting business, industry, and education professionals
- Excellent presentation and public speaking skills
- Strength in written and spoken communication

Education

Master of Arts in Communication

Wichita State University *Wichita, Kansas*

Thesis: Difference between appropriate and inappropriate interpersonal self-disclosure in a work environment

May 2007

GPA: 3.50

Bachelors Degree in Communication

Emporia State University *Emporia, Kansas*

Focus: Public Relations

May 2003

GPA: 3.46

Experience

Employer Outreach Coordinator

Oklahoma State University Career Services

June 2007–Present

Stillwater, Oklahoma

- Recruit potential employers to post jobs on HIRE System
- Cultivate relationship with employer to point where they are actively recruiting students on-campus via career fairs or on-campus interviewing
- Post jobs on HIRE System attaching interview schedule, information session, or contact information to job posting
- Help employers actively recruit potential candidates through multiple communication channels
- Develop recruitment plan in order to recruit employers for majors with fewer job opportunities on HIRE System
- Collaborate in team environment in order to provide the best customer service to employers and students

Admissions Representative

Wichita State University Office of Admissions

August 2003–May 2007

Wichita, Kansas

- Recruited prospective students in Eastern Kansas, Oklahoma, Texas, and Wichita private schools and public school district
- Produced mailings, emails, brochures, and presentation materials for the purpose of recruiting prospective students
- Actively phone called prospective students
- Visited high schools in order to make numerous presentations on WSU
- Attended college fairs in order to recruit prospective students
- Managed budgets for on-campus programs for prospective students
- Promoted numerous scholarships and financial aid possibilities through WSU
- Supervised student assistant in mailings and organization of student recruitment materials
- Assisted high school guest students

Other Experience & Certifications

- Emporia State University Student Ambassadors – three years August 2000 – May 2003
- Nomination for Dean's Award for Excellence – WSU Admissions April 2006
- WSU staff advisor for Delta Upsilon May 2006 – May 2007
- Certified Preparing for College Presenter September 2004
- Certified Public Speaking instructor August 2006