

Aisha Khan

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SUMMARY

Dedicated Career Counselor with over 5 years of experience in guiding individuals towards achieving their professional goals. Proven track record in developing tailored career strategies that resulted in a 30% increase in client job placements.

EXPERIENCE

Career Counselor

Jan 2022 - Present

CareerPath Consulting, Boston, MA

- Increased client job placement rate by 30% within one year through personalized coaching and resume workshops
- Developed and facilitated over 50 career development workshops, improving participants' job readiness skills by 40%
- Utilized career assessment tools such as Myers-Briggs and Strong Interest Inventory to create tailored career plans for over 100 clients

Career Services Advisor

Aug 2018 - Dec 2021

University of Massachusetts, Amherst, MA

- Advised over 300 students annually on career paths, internships, and job opportunities resulting in a 25% increase in internship placements
- Implemented a peer mentoring program that reduced student job search times by 15% and improved overall satisfaction ratings
- Coordinated career fairs and networking events that attracted over 500 employers, enhancing student employment opportunities

Internship Coordinator

Jun 2016 - May 2018

NextGen Careers, Cambridge, MA

- Secured partnerships with 20+ local businesses to create internship opportunities, resulting in a 50% increase in internship availability for students
- Streamlined the internship application process, reducing application processing time by 30%
- Conducted resume reviews and mock interviews, improving participants' confidence and success rates in obtaining internships

EDUCATION

Bachelor of Science in Psychology

May 2018

Boston College, Chestnut Hill, MA • GPA: 3.7

SKILLS

Technical Skills: Career Counseling, Resume Writing, Interview Coaching, Career Assessments

Tools & Frameworks: Myers-Briggs Type Indicator, Strong Interest Inventory, Zoom, Microsoft Office Suite