

WENDY ELLIOTT WENDOVER
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SUMMARY

Results-oriented career professional with three decades of proven skill in providing career counseling and coaching to clients who achieve their professional goals. Client-focused practice guided by biblical principles, research, and best practices. Ongoing commitment to professional development and ethical practices. Provide effective solutions and strategies to enhance career achievement and engagement in meaningful work. Key skills include:

Goal Setting	Life Coaching
Career Planning	Job Market Assessment
Job Search Strategies	Consultative Problem-solving
Interview Coaching	Career Transition Coaching

CAREER DEVELOPMENT EXPERIENCE

DIRECTOR, CAREER MANAGEMENT STRATEGIES, LLC Virtual, Onsite, and Denver Metro Area, CO 2010-present

Identify client goals to cultivate a definitive plan addressing life balance, calling and work engagement. Assess client priorities, strengths, and weaknesses to refine immediate and long-term options. Develop individualized plan of action guiding effective job search approaches. Address employment related materials.

ALUMNI CAREER COUNSELOR, *University of Denver*, Denver, CO 1994-2008

Designed comprehensive career management and counseling services for 400 adult students and alumni annually. Delivered career transition courses and job search seminar programs. Coordinated employment services and development of job leads for up to 700 clients annually.

DIRECTOR OF CAREER SERVICES, *Springfield College*, Springfield, MA 1986-1989

Administered career counseling, seminars, and job search assistance programs, on-campus recruiting program and job development services. Support employer candidate training and recruitment. Initiated a highly successful alumni mentoring program. Led marketing outreach resulting in 100% increase in client engagement in 24 months.

CAREER COUNSELOR, *Villanova University*, Villanova, PA 1983-1986

Aided in overall operation of career center serving students, alumni, and employers. Developed and administered alumni network comprised of over 250 volunteers. Organized comprehensive marketing programs, resulting in 200% increase in client appointments.

ADDITIONAL EXPERIENCE

DEAN, SCHOOL OF EDUCATION PROFESSIONS, *College of Adult and Graduate Studies, Colorado Christian University*, Lakewood, CO (2010-2023)

ASSISTANT DIRECTOR/INSTRUCTOR, HIGHER EDUCATION PROGRAM 1999-2009
Morgridge College of Education, University of Denver, Denver, CO

ASSISTANT DIRECTOR/CONTINUING EDUCATION *University of Phoenix, Denver, CO* 1989-1993
Provided alumni services and career programs for 350 graduates annually. Developed, and administered training and curriculum revisions. Coordinated partnerships and customized community programs for industry.

EDUCATION and CERTIFICATION

Doctor of Philosophy, Higher Education and Adult Studies, University of Denver

Master of Arts in Organizational Management, University of Phoenix

Master of Arts in Education, Student Personnel Services, University of Rhode Island

Bachelor of Arts in Human Relations, Keene State College, Cum Laude Graduate

Certifications: Certified Professional Christian Life Coach, International Christian Coaching Institute (ICCI) with a Transformed Living Specialization; Graduate Business Certificate, Villanova University