

**CASE WESTERN RESERVE UNIVERSITY
EAST CLEVELAND PUBLIC SCHOOL DISTRICT
PROVOST SCHOLARS
Intensive University Seminar
Session Eighteen – Spring 2015
Thursday, March 26th, 2015, 2:30pm-5:00pm
Guilford House, 11112 Bellflower Road, Cleveland, OH 44106**

Purpose

The Provost Scholars will build their personal résumés while also learning résumé writing techniques to stand out from other applicants when applying for academic, professional, vocational and technical positions. This seminar will be led by Ms. Sylvia Marrero, Assistant Director of Student Outreach at CWRU's Career Center.

Presenter Biography



Ms. Sylvia Marrero is a career counselor with 9+ years' experience in higher education and has served a diverse student population in various university career centers throughout her career. Her current role is the Assistant Director for Student Outreach in the CWRU Career Center since July 2013. Sylvia is from the Chicagoland area and has a master's degree in Community Counseling from National Louis University (CACREP-accredited program) and a bachelor's degree in Psychology with a focus in Family and Individual Development from Northern Illinois University. She is also a National Certified Counselor (NCC) and MBTI Certified Practitioner. In her current role, Sylvia has developed strong partnerships with the Office of Multicultural Affairs, LGBT Center, the Flora Stone Mather for Women and WISER. She is involved in several programs and initiatives at CWRU that advocate for and empower our diverse body of underserved and underrepresented minority students.

Objectives

The Provost Scholars will...

- (1) Learn basic résumé writing, editing and grammar techniques
- (2) Practice formatting their résumés to present to potential universities or schools and employers

Agenda

- 2:30 p.m. – 2:45 p.m.: The Provost Scholars will have a light snack
2:45 p.m. – 3:30 p.m.: The Scholars will receive Homework Help from Undergraduate Tutors
3:30 p.m. – 4:30 p.m.: Seminar Speaker, Ms. Sylvia Marrero
4:30 p.m. – 5:00 p.m.: Wrap up, reflection and preparation for the journey home

Faculty

- Dr. Faye Gary
- Katrice Williams, Master's Student, Program Manager
- Imani Scruggs, Master's Student, Group Facilitator
- Undergraduate tutors from the Step Up Program and the African-American Society

Guest

- Ms. Sylvia Marrero, Assistant Director at CWRU's Career Center

Concierge and Matre'D

- Provost Scholars Jamar Allen and Maranda Priah

Words of the Week: Curriculum Vitae. What does it mean? A brief biological résumé of one's career and training, as prepared by a person applying for a position or job.