

Dylan Thomas Houle

(415) 672-5954

dylan.houle@gmail.com

<http://www.linkedin.com/in/dylanhoule>

PROFILE

INTP/J who employs an appreciative inquiry approach to teamwork and problem solving.
Always open to collaborate, define and solve challenges together, and seek ways to advance shared goals
Interested in economic empowerment issues like access to higher education and job search support.
Enjoy brainstorming sessions and 'big picture' strategic thinking.

EDUCATION

Career Advising Certificate

UC San Diego-Extension 2017

Master of Science, Teaching

Fordham University 2012

Bachelor of Art, English

San Francisco State University 2007

PROFESSIONAL EXPERIENCE

Office of Internships, Career Services, and Study Abroad (ICS) 07/2017 to Present

Director (12/2018 to Present) | **Associate Director** (07/2017 to 12/2018)

Adjunct Faculty (01/2018 to Present)

MENLO COLLEGE

- Head of a four-person team responsible for managing the award-winning junior-year internship program, providing traditional career services and job search support, and promoting and preparing students for study abroad opportunities.
- Spearheaded the transformation of Career Connect Day into a flagship event that engaged 50% of the study body; event featured more than 90 outside guests (alumni speakers, employers) across 15 unique workshops, panel discussions, lectures, and fairs. Secured 5-year corporate sponsorship.
- Re-envisioned mock interview process from a months-long low-visibility effort into a 2-day highly visible event with more than 50 employer volunteers conducting mock interviews with 150+ students.
- Assumed control of the First Destination Survey and increased response rate to more than 90%. Partner annually with the Director of Institutional Effectiveness to analyze and share results and recommendations campus wide, and specifically with program review leads.
- Instituted 2 new important career readiness initiatives: (1) performance review process for all (100-150) on-campus student workers; (2) Holland Code assessments for all first-semester freshman.
- Successfully completed program review for both the internship program and career services as part of a WASC and AACSB reaccreditation visit; ICS positively highlighted in both final reports.
- Experience with hiring new employees, employee exit procedures, and annual performance reviews; strategic planning, goal setting and team management; advocating for office needs to college leadership.
- Teach: Transition to College (100); Career Management in the Workplace (120); Internship in Major Field (499).
- Work closely with and report directly to the Vice President of Student Success.

Assistant Director, Office of Alumni Engagement 01/2014 to 06/2017

UNIVERSITY OF SAN FRANCISCO

- Launched and continue to grow the Alumni Mentor Program (AMP) into a flagship alumni volunteer opportunity and bridge-builder between development staff, career counselors, students, and faculty. The program engaged more than 1000 students and alumni over 3 years and continues to grow to this day.
- Pitched, secured budget, and introduced Alumni Career Services initiative in collaboration with the career center to offer drop-in calls, networking lunches and one-on-one advising sessions.

- Planned and coordinated the annual Alumni Holiday Party (80+ attendees), Dons Takeover (90+), the Alumni Weekend Recent Grad Reunion (100+), and the AMP Kickoff Dinner (230+).
- Partnered with the admissions to recruit alumni volunteers for college fairs and info sessions nationwide.
- Worked with annual, regional and major gift officers on prospect qualification, cultivation, and stewardship to advance philanthropic goals within multi-year \$300M comprehensive campaign environment.
- Supervised one graduate intern and one undergraduate student assistant.

Résumé Workshop Volunteer 2014 to Present
SAN FRANCISCO PUBLIC LIBRARY & CITY COLLEGE OF SAN FRANCISCO

Assistant Director, Career Services 2013 to 2014
PACE UNIVERSITY (Manhattan)

- Led 6 career counselors in providing workshops, events, career fairs, and programming.
- Managed a 600+ caseload of primarily graduate and international students. (F-1, H1-B, CPT, OPT)

Certified Professional Résumé Writer 2012 to 2013
LADDERS, INC. / SELF-EMPLOYED (Manhattan)

Teaching Fellow (AmeriCorps) 2008 to 2010
NEW YORK CITY DEPARTMENT OF EDUCATION (Manhattan & Brooklyn)

- Taught high school and middle school English and science; developed year-long curriculum using tiered lesson planning to meet diverse student needs. Attended graduate school at night.
- Developed deep understanding of classroom management techniques such as setting expectations, providing positive reinforcement and clear instruction, and gaining support from key stakeholders.

CURRENT ASSOCIATIONS

California Internship & Work Experience Association (CIWEA) 2018 to Present
Board of Directors (2019 to Present) | **Conference Planning Committee** (2018 to Present)

National Association of Colleges and Employers (NACE) 2017 to Present

PRESENTATIONS

Houle, D. (March 2019). Moderator, employer panel discussion. CIWEA Annual Conference. Napa, Ca.

Houle, D. & Steyer, D. (March 2017). *Beyond Career Services: Leveraging Your Alumni Mentor Program into a Strategic Driver of Comprehensive Campaign Goals*. CASE District VII Conference. San Diego, Ca.

DeWeerd, D. & Houle, D. (July 2015). *Building a Decentralized Mentor Program*. JAA Conference. San Francisco, Ca.

Houle, D. (March 2015). Facilitator, roundtable discussion. CASE District VII Conference. Newport Beach, Ca.

TECH

Handshake | iModules | MS Office | Qualtrics | Salesforce.com | Social Media Engagement | StandOut | WordPress | Zoom

PERSONAL & PROFESSIONAL ACOMPLISHMENTS

Interviewed for *The Almanac* feature story "A taste of work life" 2019

Winner, CIWEA Outstanding College Work Experience & Internship Program Award 2019

Name printed in *The New York Times* "S.F. Giants Return for Fans They Left Behind" 2011

University & College Prize Co-Recipient, Academy of American Poets 2009

TIME Magazine "Person of the Year" 2006