

# Scott Carlson

Boston, MA | 339-933-0952 | smcarlson37@gmail.com | linkedin.com/in/smcarlson37

## PROFESSIONAL EXPERIENCE

---

**Boston University Questrom School of Business**, Boston MA

July 2023 – Present

*Assistant Director of Undergraduate Career Development*

- Achieved a 4.91/5 rating based on 100+ post-appointment survey responses of 700+ undergraduate coaching sessions on career exploration, job search strategy, resume and cover letter reviews, and offer negotiations
- Co-founded BU Career Counselors Network to foster collaboration across Career Counseling Offices of all 17 colleges and held bi-monthly meetings including two summer retreats garnering 40+ attendees
- Spearheaded collaboration efforts with Questrom Student Clubs, The Center for Career Development, and Questrom Graduate Admissions Office as primary liaison to develop and execute five events per semester

*Instructor, Executive Skills 110, 310*

September 2023 - Present

- Instruct 30+ undergraduate students in three to four Career Development ES110 and ES310 courses each semester
- Achieved a cumulative average course rating of 4.43/5 by grounding content in reality with anecdotes and data to reinforce concepts in a digestible and relatable way

**Suffolk University Office of Graduate Admission**, Boston MA

*Senior Assistant Director*

September 2022 – July 2023

- Developed and executed a comprehensive recruitment plan that produced 500+ 1:1 meetings
- Executed extensive recruitment at 30+ career, undergraduate, and graduate fairs in the US, virtually, and across seven countries that generated 1,000+ leads
- Increased international application submissions 300%+ 2021-2022 via agent training and engagement
- Interviewed, onboarded, and coached three new staff members and six graduate fellows

*Assistant Director*

November 2021 – September 2022

- Reviewed and accurately processed 800+ applications leading to 250+ student enrollments
- Managed partnership with Center of Career Equity & Development and developed new workshops and events to enhance collaboration and engagement with undergraduate population
- Identified and attended events with diversity organizations to recruit marginalized and non-traditional applicants
- Led meetings with stakeholders for six programs including Deans, faculty, students, and alumni

*Admission Counselor*

June 2019 – November 2021

- Exceeded recruitment goals for all nine programs by maintaining a high-touch customer service experience
- Represented Suffolk at 10+ recruitment events in the United States, four countries in Africa, and virtually
- Synthesized data from CRM reports to inform strategy and increase applications and yield of prospects

*Operations Assistant*

September 2018 – June 2019

- Processed graduate applications, ensuring the accuracy of a complete file for review with high degree of detail
- Assisted prospective students with personalized, specific, and clear answers via email, phone, and at events

## EDUCATION

---

**Suffolk University**, Boston MA

May 2022

*Master of Business Administration*

GPA: 3.92

**Bridgewater State University**, Bridgewater MA

May 2017

*Bachelor of Science in Psychology*

## SKILLS & CERTIFICATIONS

---

*Computer:* Excel, PowerPoint, Blackboard, Workday, Canva, Trello, Zoom, Slate, Handshake

*Certifications:* Career Services Provider, NCDA

## AWARDS & ACTIVITIES

---

*Member, National Career Development Association (NCDA)*

2023 - Present

*Member, Beta Gamma Sigma: AACSB National Business Honor's Society*

2022 - Present

*Recipient, Barbara Erickson Award for Outstanding Service to Graduate Students*

Academic Year 2023

<i>Presenter</i> , EEqual, “Making A Good First Impression”	March 2023
<i>Keynote Presenter</i> , GMAC MBA Tour Central & South America, “Experiential Learning: In Practice”	August 2022
<i>Member</i> , New England Association for Graduate Enrollment Management	2019 - 2022
<i>Presenter</i> , EEqual “College 101: Search, Application, and Financing”	March 2022
<i>Moderator</i> , Reaching Out MBA Diversity Panel	April 2021
<i>Presenter</i> , The MBA Tour Africa, “MBA: Choosing A Location”	October 2019