

# Adelia Aziza Douglas

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## **EDUCATION**

**Master of Education in Mental Health Counseling  
Education Specialist**

**August 2016**

*University of Florida – Gainesville, FL*

**Bachelor of Arts in Psychology  
Minor in Spanish**

**December 2011**

*University of South Florida – Tampa, FL*

## **RELEVANT EXPERIENCE**

**Assistant Director of Career Development**

**April 2024- Present**

*Center for Career and Professional Development, University of South Florida (USF)*

- Collaborate with Office of Transfer Student Success to increase access and resources that support Transfer student population of approximately 9,000 students in their unique transition and career planning needs
- Authored website content for Transfer Student audiences for the center's webpage to help students navigate to the most relevant resources to support their career development
- Initiate collaborations with faculty and academic department representatives such Physical Therapy and Global Sustainability to integrate career development elements into graduate level curriculum
- Developed storyboards for student-centered multimedia using best practices in video production and adult learning to increase student engagement in career-development curricula
- Serve as subject matter expert in collaboration with Learning Designer to develop and curate content for course items contributing the strategic goals of the organization's Quality Enhancement Plan
- Created a Career Planning Checklist for Transfer Students to make various resources available easier to navigate
- Analyze data to access trends in utilization of career center resources by graduate and transfer students to help inform new strategic initiatives

**Adjunct Instructor, Job Search SLS 3308**

**August 2020- May 2021, June 2023- Present**

*University of South Florida – Tampa, FL*

- Evaluated student comprehension through assignment performance and inquiry patterns to identify unclear instructions, leading to targeted updates in assignment design and communication that improved clarity and student success.
- Leveraged Canvas tools to deliver feedback, monitor student performance, and maintain consistent communication in an asynchronous learning environment.
- Provided personalized, detailed feedback and one-on-one support promote student learning outcomes
- Created instructional videos using Microsoft Teams and Kaltura to demonstrate how to complete the annotated job description assignment, resulting in a significant increase in student understanding and successful assignment completion.

**Career Coach/Career Consultant, Center for Career and Professional Development**

**April 2023-April 2024**

*University of South Florida (USF) – Tampa, FL*

**June 2019-January 2022**

- Developed and delivered engaging workshops on topics such as resume, interviewing, networking, and career exploration to meet the career development needs of university students at scale
- Provided strengths-based constructive feedback to students to assist them in resume, cover letter, and personal statement development as they pursue internships, job opportunities, and graduate school
- Designed and implemented a Canvas tutorial covering common career resources, enabling first appointments to focus on each student's unique goals and accelerating progress towards those goals
- Facilitated the selection of a new desired major that better fits students' career values and interests within one to two 1 hour coaching sessions
- Partnered with Health Professions Advising in delivering interview preparation workshops to assist pre-health students in their professional school interview success

**Student Program Coordinator, Supervisor, Education Abroad****January 2022- March 2023***University of South Florida – Tampa, FL*

- Utilized design thinking to create application review processes that improved the student experience
- Collaborated with stakeholders across campus to adjust Education Abroad processes that result in increased yield of interested applicants and strengthened long-term relationships with partners
- Managed application review and processing for 26 Faculty-Led education abroad accounts
- Supervised and trained student workers in advising, email communication, customer service, and various education abroad policies in order to ensure accurate advising to incoming inquiries to the Education Abroad general email inbox
- Led and implemented multiple process improvement initiatives to improve organizational effectiveness
- Assessed feedback from stakeholders impacted by process improvements through Qualtrics surveys to identify opportunities for improvements in future iterations of Education Abroad processes

**Academic Advisor, Department of Chemistry****November 2016- May 2019***University of South Florida – Tampa, FL*

- Advised students within the Biomedical Sciences and Chemistry majors on degree requirements and university policies in order to support retention, academic success, and timely graduation
- Delivered pre-orientation advising for Transfer students in order to provide essential resources needed for a successful transition to USF prior to Orientation
- Referred students to campus resources and organizations to ensure they had the tools needed for a positive and successful undergraduate experience
- Collaborated with students to build balanced course plans that meet their academic and career goals
- Trained new academic advisor team members in regards to procedures, policies, and methods in line with an appreciative and developmental advising model
- Informed students regarding admission requirements for Medical, Dental, Pharmacy, and Nursing professional programs and encouraged participation in medically relevant experiential learning activities
- Utilized systems including Banner, DegreeWorks, and Archivum to manage holds, issue permits, ensure appropriate course registration, and make appropriate referrals to various campus resources
- Presented to audiences of over 200 students and parents at First Year onboarding orientations

**Tae Kwon Do Instructor****May 2011- Present (Seasonal/As needed)***U.S. Tae Kwon Do – Tampa, FL*

- Earned a 4<sup>th</sup> degree black belt, achieving a level of advancement considered Master Instructor
- Supervised the instruction of classes delivered by Assistant Instructors to provide additional support as needed
- Led student-focused classes appropriate to the age group of each class, spanning from young children to adults

**CREATIVE/MARKETING****Photographer****November 2019- Present***Freelance Photography – Tampa, FL*

- Capture portrait images of individuals and families with a style that captures authentic interactions
- Utilize Adobe Lightroom and Photoshop in post processing to maximize creative and aesthetic aspects of images
- Displayed storytelling style of photography on Instagram profile page: @adeliazizafotografia

**SKILLS/ CERTIFICATIONS**

- **Professional Courses/Certifications:** Coaching Essentials- Practitioner Level Training Course (August 2023, 40 hours), USF Certified Online Educator (February 2020), HR Academy (January 2023)
- **Language:** Spanish (conversational/intermediate)
- **Technical/Computer:** Handshake, Degreeworks, Banner, Archivum, Canvas, Microsoft Office Suite, Photography, Adobe Lightroom Classic, Terra Dotta Software