

KIMBERLY BILLEAUDEAU

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CURRENT POSITION

University of Louisiana at Lafayette, Director of Career Services

PROFESSIONAL EXPERIENCE

University of Louisiana at Lafayette, Career Services 2000 – Present

Director, 2005 - Present

- Provide overall leadership, planning efforts and initiative for administering a centralized career services program serving freshmen through alumni.
- Develop and maintain relationships with academic and administrative departments, students, businesses, professional and community organizations.
- Manage department personnel which consist of four full time professional staff members, two administrative professionals, three graduate assistant, one intern, and five student aids.
- Develop annual goals for department, create and implement surveys and prepare annual reports.
- Coordinate and present over 50 programs and workshops each semester to students and organizations to assist in developing career goals and job search skills including resume writing, interviewing techniques, and dining and business etiquette.
- Oversee all online career resources for customers including Handshake.
- Organize nine career fairs annually which attract over 400 employers to campus.
- Oversee the university's cooperative education program which enrolls approximately 75 students per year.
- Perform budgeting for the fiscal year and participate in monthly department head meetings

Assistant Director, 2002 - 2005

- Coordinated over 300 company recruiting visits to campus to interview students and alumni for various job opportunities.
- Advised students and alumni on job search strategies and career development through individual appointments, group presentations and workshops.
- Assumed responsibility and made decisions for the department in the Director's absence.

Coordinator of Recruiting, Employer Relations, and Special Projects, 2000 - 2002

- Administrator of Career Services online recruiting management program.
- Trained staff, students and employers on the use of the system.
- Coordinated company recruiting visits to campus and oversaw student interview scheduling.
- Marketed employer visits to targeted students.

The Bankers Bank, Atlanta, GA

International Services Representative, 1999 – 2000

- Coordinated all activities related to foreign exchange for respondent bank customers.
- Developed and implemented international marketing and training programs to new and existing customers.

Opelousas Catholic School, Opelousas, LA
High School Teacher, 1996 - 1998

- Taught Speech and English to High School students.
- Sponsored spirit groups, Beta Club, and Senior Theatre Group

EDUCATION

University of Louisiana at Lafayette, December 1996
Bachelor of Arts, Interpersonal and Public Communication, Minor English

PROFESSIONAL ASSOCIATIONS

Southern Association of Colleges & Employers (SoACE), 2002 – Present

- Annual Conference Chair, 2019 – Lead a team of eleven SoACE member volunteers in coordinating annual conference in Memphis, TN. Oversee all phases of budgeting, planning, and executing conference for over 400 employer and career services attendees. Serve on the SoACE Board of Directors.
- Annual Conference Assistant Chair, 2018, Atlanta, GA
- Annual Conference Programs Team, Keynotes, 2017, San Antonio, TX

Louisiana Association of Colleges & Employers (LACE), 2001 – Present

- Statewide Career Fair Steering Committee Member, 2007 – 2010
Coordinated inaugural statewide career fair which attracted over 60 employers and 500 Louisiana students and alumni, Spring 2009
- President, 2005-2006
- Vice President and Conference Chair, 2004-2005

National Association of Colleges & Employers (NACE), 2002 – Present

CAMPUS & COMMUNITY INVOLVEMENT

QEP Implementation Committee, 2009 – 2011 & 2018 – Present

Strategic Enrollment Planning Committee, 2018 – Present

Delta Delta Delta Alumnae Chapter

Faculty Advisor, Collegiate Chapter, 2007 – Present

Convocation Committee, 2011 – Present

Louisiana Educate Committee, 2018 – Present

UL Lafayette Distance Learning Council, 2017 – Present

UL Lafayette Women's Conference Committee, 2016 – Present

UL Lafayette Science Day Steering Committee, 2016 – Present

UL Lafayette Additional Committees, 2003 - 2018

Alumni, Fraternities/Sororities & University Organization

Louisiana Gulf Coast Oil Exposition (LAGCOE) – Career Development Committee, 2014-2018

Louisiana Workforce Summit, 2008

Served as guest presenter for community organizations including:

- Acadiana High Business & Finance Academy
- Acadiana Society of Human Resource Management
- Lafayette Economic Development Authority
- AmeriCorps
- Gear Up
- Lafayette Parish Schools Journey to Careers Program
- UL Lafayette Women's Conference