

Kaitlyn Ganner

Tampa, Florida · kganner@usf.edu · www.linkedin.com/in/kaitlyn-ganner534

EDUCATION

Florida State University, Tallahassee, FL

May 2024

Education Specialist

Concentration: Career Counseling

CACREP Accredited Program

Florida State University, Tallahassee, FL

May 2024

Master of Science, Counseling & Human Systems

Concentration: Career Counseling

CACREP Accredited Program

Florida State University, Tallahassee, FL

May 2022

Bachelor of Science, Psychology

Minor: Child Development

LICENSES AND CERTIFICATIONS

Coach Practitioner Training Course

May 2025

Campus Connect Suicide Prevention

February 2025

Psychological First Aid

March 2023

WORK EXPERIENCE

University of South Florida, Center for Career and Professional Development, Tampa, FL

Career Coach

June 2024-Present

- Coach over 500 students following NACE core competencies on a variety of topics including resume revisions, career exploration, and mock interviews by working individually with students and alumni to increase confidence and knowledge
- Present and facilitate approximately 15 workshops per semester on a variety of career related topics including but not limited to internship/job search strategies, graduate school best practices, and an overview of the Center for Career and Professional Development to assist campus partners and students with career readiness
- Conduct drop-in appointments by traveling to various locations on campus to broaden opportunities for student engagement
- Integrate key aspects of strategic initiatives to align with department and university accreditation standards to best serve the student and alumni population
- Participate in approximately 20 professional development courses per semester by attending webinars and workshops from multiple organizations including SoACE, FloridaACE, and NACE to ensure continual learning of changing best practices

Florida State University, The Career Center, Tallahassee, FL

Teaching Assistant

May 2023- May 2024

- Co-taught the SDS 3340: Introduction to Career Development class with 2 other Career Center staff
- Responsible for grading a small group of approximately 9 students' assignments per semester
- Effectively communicated class expectations and offer support to students
- Designed engaging and creative activities to supplement the course curriculum

Florida State University, The Career Center, Tallahassee, FL

Career Advisor

August 2022- May 2024

- Advised and assist over 1300 clients in critiquing their resumes, cover letters, and personal statements
- Counseled and provide clients with information regarding different career paths that may support their interests, values, and skills
- Administered and interpreted assessments such as the Self-Directed Search and Career Thoughts Inventory which help clients identify mental health barriers, gain confidence, and find direction in their career opportunities
- Assisted students with decision making by promoting the use of card sorts, online assessments, and the Decision Space Worksheet
- Completed mock interview and general advising scheduled appointments with clients
- Engaged with 35 middle school students to broaden their knowledge on potential majors and career paths through facilitating an interactive workshop, focusing on general knowledge around college and career decisions
- Spoke to 13 S.T.E.M. major freshman and sophomore students about career services and what the Career Center offers to assist students to increase awareness of career services

Scottsdale Academy, Tallahassee, FL

Substitute Teacher

April 2021- May 2023

- Responsible for assisting classroom teachers with the care and safety of 10 to 20 children, from 2 months to 4 years old
- Maintained a safe and fun environment to optimize the learning experience and development of the children
- Implemented themed lesson plans involving age-appropriate activities based on a school wide curriculum
- Communicated with parents electronically to relay information about student progress using Life Cubby

INTERNSHIP EXPERIENCE

Florida State University, The Career Center, Tallahassee, FL

Career Counselor (Intern)

May 2023- May 2024

- Counseled 9 individuals on career decision making using Solution Focused theory and Cognitive Information Processing theory
- Assessed different career outcomes with clients depending on individual needs and desires for achievements in a career field and furthered education
- Facilitated and encourage clients personal and professional growth through observation and collaboration within sessions
- Met with 299 scheduled appointments fall of 2023
- Communicated and coordinate with 2 Career Center staff to design, market, and execute a 5-week exploration group for undergraduate students
- Created Qualtrics surveys to evaluate student interest in exploratory group
- Coordinated with department heads and academic advisors to ensure students are aware of the opportunity to participate in exploratory group

SHADOWING EXPERIENCE

The Apalachee Center, Tallahassee, FL

Shadow Opportunity

Spring 2023

- Completed 6 hours of shadowing a group facilitator at counseling and mental health inpatient facility
- Interacted with 20 patients with varying levels of mental disorders
- Observed the different styles and formats of facilitating a group session among these individuals

AWARDS, SCHOLARSHIPS, & FELLOWSHIPS

Values in Action Award (*University of South Florida*)

June 2025

Values in Action Award (*University of South Florida*)

March 2025

Instructor Support Fund (ISF) Scholarship (*Florida State University*)

October 2023

Dr. Janet G Lenz Endowed Scholarship Fund (*Florida State University*)

October 2023

Dr. Janet G Lenz Fellow (*Florida State University*)

October 2023

VOLUNTEER EXPERIENCE

Big Bend Homeless Coalition: Hope House

September 2019-December 2019

Dance Marathon: Children's Miracle Network

August 2018-March 2019

MEMBERSHIPS

Florida Association of Colleges & Employers (FloridaACE),- *Member*

June 2024- Present

Pi Beta Phi, Florida State University- *Attendance Coordinator*

August 2019- August 2021

Pi Beta Phi, Florida State University- *Member*

August 2018- August 2022

ServScript Program, Florida State University- *Participant*

August 2018- August 2022

SKILLS

Technology: Microsoft Office: Word, Excel, PowerPoint, Outlook, Publisher, Qualtrics, Canva

Student/Client Services: Zoom, Teams, Canvas, Titanium, GoReact, Handshake, Simplicity

Assessments: Self-Directed Search, Career Thoughts Inventory, Focus2