**KRISTEN B. HINTZ**

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**CAREER HIGHLIGHTS**

*MICHIGAN STATE UNIVERSITY, BROAD COLLEGE OF BUSINESS, East Lansing, MI*

**Russell Palmer Career Management Center**, Associate Director – Undergraduate Career Coach Lead July 2018 - Present

* Develop and lead all programming, advising, and educational efforts for over 6,000 undergraduate business students
* Select and supervise 10-15 upper-class peer career coach students per year, developing valuable training methods in order to effectively support other undergraduate students in their career development
* Create curriculum, assignments and lead all teaching and grading for a 1 credit career seminar to over 200 freshmen students since SS18, focusing on business career exploration, market valuation, and job search strategies (BUS 102). Transitioned entire course from 4 sections and a large lecture to an entirely synchronous on-line course, spring 2020.
* Design curriculum, impactful assignments and lead all instruction and grading for a 1 credit career seminar (BUS 491) during both FS20 and SS21 to over 20 upper-class students, since fall 2020 (both virtually synchronous).
* Generate and offer over 25 workshops per year on a comprehensive list of topics on career development and job searching for students to improve their skills, including creating an extensive community with accessible resources on a learning platform (D2L).
* Co-initiated, developed and direct a professional development program to support undergraduate students interested in management consulting careers. Identify resources, a competitive selection process, strategies, and alumni mentors for approximately 12 students per academic year, resulting in nearly half of the students achieving success in interviewing at top tier firms and offers at other top firms.
* Serve as advisor to a student council composed of nearly 50 business college organizations presidents, creating strategies to align communication, goals, and funding distribution in support of larger student body.
* Write articles and organize the schedule of topics for a weekly newsletter distributed to over 6500 students, increasing engagement of students in using resources and attending events.
* Serve as representative on committee making admissions decisions on over 700 students per semester to the College.
* Collaborate across multiple academic and student support departments on presenting at events involving 100-600 students regarding on-boarding, career exploration, academic major orientation, and graduation.
* Supervise a 9-month professional career coach/Associate Director in support of all above efforts.

**Graduate Career Management Center***,* Associate Director September 2015 – June 2018

* Collaborated across Master of Science degree Program Directors, and Deans to create and provide customized advanced support on all aspects of the career search process for approximately 100 students.
* Recognized as point-person and resource for all career development and job search needs for Executive MBA students and alumni, approximately 100 students per year.
* Created departmental presence, student engagement, and outreach through content on Facebook and Twitter, sharing relevant articles on job searching and career development.
* Served as University representative on study abroad program to India with 12 Executive MBA students, April 2016.
* Taught, administered, and led curriculum development for a 7-week, graded, Career Management course (MBA843) for 75 full-time MBA students each fall semester. Managed 8-10 course-affiliated student peer coaches.
* Created and delivered over 10 job search and career development presentations annually to 8 different graduate business student populations in Business Analytics, Marketing Research, Finance, Accounting, Hospitality Business, Supply Chain Management, and Management Strategy Leadership, resulting in improved service to populations not obtaining support elsewhere at MSU.

*MICHIGAN STATE UNIVERSITY COLLEGE OF LAW, East Lansing, MI*

**Career Services Office***,* Associate Director July 2010 – August 2015

* Advised individually up to 300 JD and international LL.M. students on the legal job search market, helping candidates obtain multiple practical experiences during education.
* Planned and presented 7-10 workshops per year on practice area specialties, alternative careers, resume-writing and related career planning topics. Presented in person and via webinar 8 sessions on career services information to prospective and admitted students and families of over 100.
* Coordinated and marketed programs on social media platforms for an annual mock interview program, the selection process for a government honors program, an alumni-student mentoring program, and a patent law program.
* Wrote monthly articles related to the legal market and job search process for a local county bar association.
* Re-configured and wrote comprehensive 50-page career manual on job search strategies and sample documents.
* Created and coordinated a departmental 8-member student advisory board, who provided valuable insight into strategies and feedback on services and served as staff advisor to a student organization for those interested in non-legal or quasi-legal careers.
* Reported accurate employment data to the larger law college community, third party constituents, and internal reports, contributing to institutional recognition for “most transparent” data, by the National Association for Legal Career Professionals.

*MICHIGAN STATE UNIVERSITY, ELI BROAD GRADUATE SCHOOL OF MANAGEMENT, East Lansing, MI*

**MBA Career Services Center** Feb. 1999 – May 2010

Associate Director Sept. 2004 – May 2010

* Advised up to 100 first and second-year MBA and MS supply chain management students annually on career planning and job search skills.
* Served as departmental liaison and on-boarded all international MBA students (70) on work authorization issues and U.S. job search strategies.
* Strategized with employer and alumni representatives to establish relationships and market top MBA talent, achieving consistently high employment rates exceeding 90%.
* Monitored recruitment trends and worked closely with employers in a variety of industries by on-site visits, career fairs and corporate presentation attendance, resulting in new and expanded relationships with corporate partners.
* Conceptualized and introduced annual MBA supply chain career fair, increasing employer participation by 10% each year over 4 years. Connected supply chain faculty with corporate partners, increasing student – employer interactions.
* Managed and marketed student portion of annual MBA career fair, obtaining consistently 95% student participation.
* Created resume and cover letter training tutorials, leading to more interviews and increased success rates.
* Hired, trained, and supervised 2 Graduate Assistants supporting department’s strategic goals.

## Assistant Director Aug. 1999 – Sept. 2004

* Coordinated and delivered all fall Career Services Center orientation workshops for up to 120 incoming students.
* Identified the need for and developed strategic workshops and recruiter panels to enhance student competencies such as: working with third party search firms, networking etiquette, negotiating offers, and immigration issues.
* Initiated, facilitated, and led national on-site company visits for student groups of up to 25. Program expanded employer/alumni relations and provided learning opportunities out of the classroom.
* Provided resources, one on one meetings, and workshops on job search development skills to over 100 part-time MBA students (additional position later created to serve this population).
* Awarded “Staff Member of the Year” by student body in 2003.

# ACADEMIC CREDENTIALS

**Appreciative Advising Certification,** November 2018

**Certified MBA Career Coach**,The Academies, Inc., August 2016

**Certified Resume Writer**, Resume Writing Academy, May 2010

# M.A., College Student Personnel, Bowling Green State University

**B.A., Sociology/Psychology**, Hope College

# PROFESSIONAL INVOLVEMENT

## Honors College Leadership Conference, MSU, planning committee, since spring 2018

## National and International Fellowships and Scholarships (NIFS) Office, MSU, Advisory Board Member, since spring 2018

## Forte Foundation (non-profit supporting women pursuing business careers and education), member since 2015 and identify undergraduate student ambassadors to support increased student involvement

## Executive Leadership for Women: MSU Executive Development Programs, participant, November 2016

## Advancing Women in Business, Broad College of Business, *conference presenter*, November 2016

## MBA Career Services & Employer Alliance: member from 2015 - 2018 *and conference presenter*

## The Association for Legal Career Professionals (NALP): member from 2010 - 2015 *and conference presenter*