

Faye Functional

One Street

Twice, Virginia 22222

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222-333-4444

KEY ACCOMPLISHMENTS/TRAINING:

- Increased company profits by streamlining filing system
- Organized staff by establishing weekly meetings
- Gained clinical experience assisting children's needs
- Planned activities enhancing attendance
- Clinical Diagnosis and Treatment Planning
- Psychopathology and Counseling

PROFESSIONAL SKILLS:

Leadership:

- Supervised weekly activities, promoting life skills and relating to a diverse population
- Cooperated in the planning and development of new club
- Established consistent team meetings to improve staff collaboration

Organizational:

- Planned group events with a 25% attendance growth by increasing leadership involvement
- Created a new filing system that allowed an immediate increase of over \$500 in misplaced funds
- Prepared weekly plans for emotionally disturbed children to meet individualized educational needs

Customer Relations:

- Effectively greeted customers while listening and assessing individual needs
- Fostered rapport with difficult customers to encourage continued patronage
- Promoted opportunities and services by connecting with various faculty members

Counseling:

- Facilitated weekly meeting of students, evaluating emotional and educational management
- Monitored anxiety and tension, counseling children to identify specific stress relievers
- Supported open communication within group encouraging self-awareness and team support

EDUCATION:

Master of Arts in Professional Counseling, Liberty University, Lynchburg, VA,

Anticipated: December 2012

Bachelor of Science in Business Administration, ABC College, Here, VA, 1990

EMPLOYMENT HISTORY:

- **Intern, Central Virginia Community Services**, August 2011 - Present
- **Administrative Assistant**, Appalachian Community College, 2004 – Present
- **Sales Clerk**, JC Penney, Reston, VA, 2000 – 2004
- **Teacher**, Day Preschool, Here, VA, 1990 – 2000

COMMUNITY SERVICE:

- **Volunteer Group Leader**, Presbyterian Home, 2008 – Present
- **Special Education Assistant**, Lynchburg Church, 2003 - 2008
- **Children's Leader**, Awana Ministry, Lynchburg Church, 2000 – 2003