

SUSAN COUNSELOR

scounselor@gmail.com

555-123-4567

555 School Ave • Pasadena, CA 91106

PROFESSIONAL QUALIFICATIONS

- Strong Communication/Interpersonal Skills
- Coaching & Mentoring
- Testing & Assessment
- Leadership/Teaching Experience
- School Promotions
- Positive Parent/Student Communication
- Crisis Counseling
- Instructional Design
- Program Development
- Training & Presentation

EDUCATION

M.Ed. School Counseling, Liberty University, Lynchburg, VA, Anticipated: May 2013

Honors: **Summa cum Laude**

Graduate Assistant to Departmental Chair

Bachelor of Arts, Psychology, Minnesota State University, Mankato, MN, May 2009

Honors: **Summa cum Laude**

1st place Thesis, Undergraduate Symposium for Research/Writing

Board Member, Minnesota State Human Relations Board

PROFESSIONAL SCHOOL EXPERIENCE

School Counselor, *Pasadena City School*, Pasadena, CA, May 2010 - Present

- Started as Intern and offered full-time position within 3 months

Individual Counseling

- Work independently to plan and deliver customized counseling, support and educational programs to meet the needs of an increasingly diverse student population
- Respond to emergency situations and provide crisis intervention as necessary
- Successfully guide students in defining and selecting career/academic options through coaching, mentoring, value exploration and skills/values assessment

Classroom Guidance

- Co-developed a Studying Skills curriculum. Taught over a 6 week period classes on organization, studying basics, importance of education and learning styles
- Promoted and supervised an Anti-Bullying program. Taught parents and student classes on bullying, cyber bullying, and appropriate actions to bullying

School Teams

- Participated in weekly teachers' meeting on student classroom performance and behavior
- Met with teachers individually to assess student's behavior and to offer classroom advice and support
- Identify staff training needs and provide peer-group educational programs to enhance the skills and competencies of school counseling team

AFFILIATIONS

Membership in American School Counselor Association (ASCA)

Membership in California Association of School Counselors (CASC)

OTHER WORK EXPERIENCE

Summer Camp Assistant, California Day School, Pasadena, CA, Summer 2008, 2009

Waitress, Chili's Restaurant, Pasadena, CA, September 2007-2010