

First Name, Last Name

Street Address | City, State, Zip Code | Cell Phone Number | Email Address

EDUCATION

The University of Scranton; Scranton, PA

Expected Graduation: May 2019

Master of Science: Clinical Mental Health Counseling, **GPA:** _____

Council for Accreditation of Counseling and Related Educational Programs (CACREP) Accredited

The University of Scranton, Scranton, PA

Graduated 2017

Bachelor of Science: Counseling and Human Services, **GPA in Major:** _____

Council for Standards of Human Service Education (CSHSE) Accredited

HONORS

Chi Sigma Iota | Counseling Academic & Professional Honor Society International

February 2018- Present

- Selected based on Cumulative GPA of 3.5 or higher

Tau Upsilon Alpha | Counseling and Human Services National Honor Society

May 2017- Present

- Selected from top 35% of major with additional recommendation and a cumulative GPA of at least 3.3

Dean's List | Fall 2015, Spring 2015, Fall 2016

PROFESSIONAL EXPERIENCE

Graduate Career Counseling Intern, The Gerard R. Roche Center for Career Development; Scranton, PA

February 2018-Present

- Hold undergraduate student appointments to assist students with their professional development
- Strengthen interpersonal skills through working as a team member, while receiving Masters level supervision.
- Conduct mock interviews/review submitted Big Interview videos
- Participate in professional development webinars

Graduate Assistant, The Gerard R. Roche Center for Career Development; Scranton, PA

August 2017-Present

- Work directly with Career Relations Manager to implement site visits, on-campus interviews, and networking opportunities for University of Scranton students enrolled in The Kania School of Management
- Provide a complete list of current job openings to team liaisons to be distributed to University of Scranton students and alumni
- Meet one-on-one with and conduct classroom presentations for undergraduate level students to aid in their career development
- Assist in planning and directing of University of Scranton Career Expo, coordinate Expo Student Advisory Committee

Career Counseling Intern, The Gerard R. Roche Center for Career Development; Scranton, PA

August 2016-December 2016

- Co-facilitated career counseling sessions with the Assistant Director
- Interviewed new applicants for following semester internship positions
- Displayed proficiency in resume critique process
- Conducted research on certain career paths and presented research to clients
- Worked extensively with "Big Interview" software and Vault.com

Intern/Event Coordinator, The Jane Kopas Women's Center; Scranton, PA

February 2016-May 2016

- Served as an ally to all students at the University of Scranton, regardless of any discriminatory factors
- Helped to develop women as lifelong leaders through skill training and educational programming
- Served as a "Take Back the Night" committee leader to engage The University of Scranton campus, outside community, and surrounding citizens in the fight against sexual assault
- Effectively communicated with over 100 domestic violence shelters in the Tri-State area, inviting them to "The International Summit to End Sexual Violence"

WORK HISTORY

Front Desk Associate, Kalahari Resorts & Conventions; Mt. Pocono, PA

May 2016-Present

- Work well in stressful, high pressure situations, work with and understand financial information data
- Responsible for handling upward of \$5,000 cash, and \$25,000 in credit card transactions per shift
- Greet and welcome all guests approaching the front desk in accordance with Kalahari Resort standards, answer guest inquiries about resort services, facilities, and hours of operation in a timely manner

Lead Work Study, University of Success at The University of Scranton; Scranton, PA

August 2014-January 2018

- Ensured a group of 80 ethnically diverse and socioeconomically disadvantaged high school students are properly educated on and prepared for the college application process through an academic enrichment program
- Responsible for maintaining all student records and conducting all student contact
- Completed yearly analytical breakdown of students based on school district of enrollment, ethnicity, income level, and family life
- Member of exclusive staff panel tasked with selecting new students from applicant pool each year

Office Manager, The Jesuit Center at The University of Scranton; Scranton, PA

August 2016-May 2017

- Implemented new programming to help share Jesuit ideals and teachings to The University of Scranton community
- Worked directly with both the Executive and Assistant Directors to assist with daily tasks of serving on the President's cabinet
- Created an effective filing system and maintained office organization, served as point of contact for other student employees

VOLUNTEER/ ACTIVITIES

Take Back the Night; The University of Scranton | Spring 2013- Present

Montessori Preschool and Kindergarten; Scranton, PA | Fall 2014- Spring 2014