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# Masters in School Counseling Resume

## Carrie Counseling Masters

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**OBJECTIVE:** To obtain a counseling position providing services to middle school students.

### EDUCATION

**Master of Science in School Counseling** May 20XX

St. Cloud State University (SCSU), St. Cloud, MN

- Program nationally accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP)
- **GPA 3.5**

**Bachelor of Science in Psychology** May 20XX

University of St. Thomas, St. Paul, MN

- Graduated *Magna Cum Laude*
- Dean's List Recipient for 8 consecutive semesters
- Awarded academic scholarship for achievement

### RELEVANT EXPERIENCE

**Middle School Counselor Intern** September 20XX - Present

Anytown Middle School, Anytown, MN

- Provide individual counseling to students regarding academic performance, personal and social development in crisis situations
- Facilitate group counseling sessions in areas such as self-esteem and depression
- Develop and present classroom guidance lessons appealing to various learning styles on topics such as developing study skills, communication skills
- Mediate conflicts that up rise between students by following proper procedures
- Administer PSAT tests and interpret test scores to students

**Substitute Teacher** June 20XX-September 20XX

Blaine School District, Blaine, MN

- Gained professional classroom experience teaching at all grade levels
- Further developed organizational skills in various classroom settings
- Effectively presented lesson plans designed to meet variety of learning styles

### **Assistant Director**

YMCA After School Program, St. Cloud, MN

January 20XX-June 20XX

- Facilitated programs to enrich development for students in various grade levels
- Chaired numerous committees to plan special events and fund raising activities
- Supervised and delegated tasks to a 20 person staff on a daily basis
- Coordinated with parents and staff on student progress, issues, and concerns

### **ADDITIONAL EXPERIENCE**

#### **Graduate Assistant**

August 20XX-Present

Career Services Center, SCSU

- Provide students and alumni with resume building skills and techniques
- Present workshops on resume writing, cover letter formats, interviewing, and job and internship searching for students and staff
- Work with students struggling with a major or career and provide the correct resources

#### **Lead Server**

December 20XX-April 20XX

Green Mill, St. Cloud, MN

- Developed management skills by supervising 8 team members per shift
- Enhanced customer service skills by serving hundreds of customers daily
- Demonstrated team work skills by working within a team of 12 each shift

#### **Youth Guidance Counselor**

August 20XX-August 20XX

Boys and Girls Club, Sartell, MN

- Prepared monthly calendars with educational and fun recreational games
- Worked with a team to ensure a safe and welcoming environment for all children and parents

### **PROFESSIONAL MEMBERSHIPS**

American School Counselors Association (ASCA)

January 20XX-Present

Minnesota School Counselors Association (MSCA)

January 20XX-Present

### **ACTIVITIES AND ACHIEVEMENTS**

**Big Brother**, YMCA, Blaine, MN

August 20XX-Present

**Volunteer**, Health Services, SCSU, St. Cloud, MN

March 20XX

**Member**, Graduate Fellowship Association, SCSU

October 20XX-February 20XX

*\*If your resume is two pages, make the second page more than just a quarter of the page!*

*\*If it is two pages, it should be two separate sheets of paper. Do NOT staple, paper clip or print back-to-back.*