**ROSE MARY A. COLORAFI**

**5517 SE 89th Avenue**

**Portland, Oregon 97266**

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**EXPERIENCE and SKILLS**

**Administration:**

* Coordinated internships for students and also counselors for university-wide meeting agenda.
* Executed operations of a part-time private practice in career coaching.
* Managed government subgrant, including budget, planning, purchases, accounting.
* Recordkeeping to satisfy college FERPA, medical HIPAA rules, professional ethics, and audits.
* Supervised counseling assistants and support staff and oversaw job coaches.
* Wrote narrative and statistical reports on activities and outcomes following guidelines.

**Assessment:**

* Interpreted and applied diagnostic vocational evaluation results to make job matches.
* Evaluated programs as team member and to increase retention and results on government grant.
* Interviewed my assistants, clients for job screening, and counselees at intake.
* Reviewed medical documentation in approving academic accommodations due to disability.
* Tested students and program participants using standardized and non-standardized instruments and interpreted results, e.g. Beck Depression Inventory, Incomplete Sentences, Self-Directed Search, Social Network Survey, MBTI, WAIS-R, Values Survey. Developed course exams.

**Counseling:**

* Advised thousands of customers of diverse cultures, ethnicities, genders, in-person and by phone.
* Case management of clients and students. Served individuals, and groups.
* Coached in communication and job search skills.
* Counseled hundreds of consumers, teens through older adults, on academic, behavior, career, employment, mental health, personal, and rehabilitation issues, from every region of the globe.
* Motivated clients to explore options, set goals, complete activities, and achieve success.
* Populations: people with addictions, criminal history, disabilities; also first-generation Americans homeless persons, immigrants, low to middle income clients, mentally ill or veteran status.
* Supported counselees during mental, emotional distress; provided urgent care in crises.

**Instructing:**

* Lectures prepared and delivered, with interactive exercises, for postsecondary students.
* Led, co-led, designed workshops on adjustment, career, employment topics.
* Panelist on certification and licensure for career service professionals training.
* Presented at professional meetings, in-service, public education, outreach events.
* Taught credit-bearing, semester success course and co-revised curriculum. Trained assistants.

**Placement:**

* Developed jobs, internships, and on-the-job training at public employers and private businesses.
* Matched workers with openings at nonprofits, government agencies, corporations.
* Methods included cold calling, networking, and searching announced job postings.
* Placed job seekers at mid to large size companies, including during economic recession.

**Relationships:**

* Advocated on behalf of clients for services and approval of appeals. Communicated with family.
* Advertised services of private practice through print ads, flyers, cards, word-of-mouth.
* In-person outreach to community to solicit research participation.
* Liaison to interdepartmental personnel, funding source, and regulatory agency staff.
* Marketed programs to colleagues, services to clients, and workers to employers.
* Participated in team, department, interdepartmental planning and evaluation meetings.
* Served on staff committees and working groups.

**Research:**

* Analyzed information for decision-making on individual service and program level.
* Assisted research psychologist by interviewing, testing, scoring results, and data input.
* Investigated online resources and referrals for clients and also facts in problem solving.
* Surveyed clients for satisfaction level, feedback, and suggestions.

**Technology:**

* Designed student database in collaboration with college technical specialist.
* Inservice regularly attended to update knowledge and skills on in-house software.
* Used Microsoft Windows 7, Office 2010. Fast keyboarding. Text, chat, office equipment use.
* Advisortrac, Argos reports, Banner, College Central Network for job postings,DISCOVER

career exploration application,Google based e-mail, documents, calendar, GroupWise e-mail, documents, Perfect Interview software, SIMS database. Member: Facebook, LinkedIn.

**EMPLOYMENT HISTORY**

Rose C Life Goals, LLC: **Career & Life Coach**. Portland, OR 2013-present.

Portland Community College: **Disability Services Counselor**. Portland, OR, 2010-2012.

City University of New York (CUNY): **Counselor / Coordinator**. Brooklyn, NY campus, 2007-2009.

Research Foundation CUNY: **Project Director / Placement Advisor**. Bayside, NY campus 2004-2006.

Outreach Development Corporation: **Vocational Counselor** (part-time). Brooklyn, NY, 2003-2004.

Postgraduate Center for Mental Health: **Employment Counselor.** New York, NY, 1998-2002.

**EDUCATION**

**M.A., Counseling in Colleges** and agencies**,** New York University.

**B.A.,** cum laude, **Psychology; Sociology** minor**,** Brooklyn College, The City University of New York.

**Continuing Education**, completing at least **100 hours** **each 5 years** to maintain certifications.

**CERTIFICATIONS / LICENSES**

**Licensed Mental Health Counselor** (LMHC) New York State, expires 4/30/14. Oregon LPC-eligible.

**National Certified Counselor** (NCC) through the NBCC Inc., Greensboro, NC, expires 5/31/15.

**Certified Rehabilitation Counselor** (CRC) through the CRCC, Schaumburg, IL, expires 9/30/15.

**MEMBERSHIPS**

City Club of Portland.

National Alliance for Mental Illness (NAMI).

Lents Neighborhood Association, Portland.  
Oregon Counseling Association (ORCA).