

# Tara Devine

## Career Counselor - Lincoln Technical Institute

Wayne, NJ - Email me on Indeed: [indeed.com/r/Tara-Devine/52c4c92653366c7a](https://www.indeed.com/r/Tara-Devine/52c4c92653366c7a)

A skilled Counselor with 20 years' experience working in a school setting. Effective at building and maintaining rapport with students, administration, faculty and parents. A solid reputation for building educational, social and career development with students.

Effective Problem solving skills, handle pressure situations with maturity and grace • Group and Individual Counseling • Effective communicator and building cooperative working relationships • Facilitate counseling groups and workshops • Strong intuition with the ability to read others and react accordingly • Communicate well with staff, administration and parents

### CORE KNOWLEDGE & SPECIALIZED SKILLS

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### Career Counselor

Lincoln Technical Institute - Mahwah, NJ -

February 2014 to Present

- Build a positive rapport with both students and employers to ensure an ongoing relationship
- Meet with students on an individual basis and in groups to discuss and work on career goals
- Individual Counseling with students regarding personal history and how to move on and improve on life
- Group workshops on goal setting, resume writing, interviewing techniques, networking and marketing
- Meet with employers on expectations of students, take job orders and screen candidates for proper placement.
- Perform follow up with employers and students
- Plan and run career fairs, and events for employers and students

#### Counselor

Women in Transition - Wayne, NJ -

October 2011 to August 2014

- Counseled and offered support to clients looking to re-enter the workforce
- Facilitated workshops on resume writing, goal setting, career readiness, interviewing skills and reducing stress and anxiety
- Coached clients on academic and career goals and exploration
- Performed intake interviews, community outreach services, and completed quarterly reports
- Maintained extensive client relationships with confidentiality and continuity including case management and client follow-up
- Developed and built rapport with local businesses to create jobs for clients
- Wrote and distributed monthly press release to inform community of WIT services and workshops

#### School Counselor

Therapeutic Outreach for Children - Jersey City, NJ -

March 2013 to February 2014

- Developed and Implemented counseling program
- Counseled Students individually and in groups on issues of conflict resolution character education, study skills and career exploration
- Maintained student records and completed weekly reports
- Held Parent meetings to discuss student behavior and future goals

### **School Counselor**

NYC Public School for Dance - New York, NY -

September 2001 to June 2006

- Developed and Implemented counseling program
- Counseled Students individually and in groups
- Maintained student records and scheduled classes
- Monitored student behavior and provided counseling and outreach as needed
- Held Parent meetings to discuss student behavior and future goals

## **EDUCATION**

### **Mental Health Counseling Credits**

William Paterson University

June 2014

### **Master's**

Hunter College

June 2000

### **Bachelor's in Human Services**

St. John's University

June 1998

M.S.Ed. School Counseling

## **SKILLS**

Individual Counseling (10+ years), Group Facilitation (10+ years), Career Development (5 years), Mental Health (3 years)

## **CERTIFICATIONS/LICENSES**

### **School Counselor New Jersey**

December 2010 to Present

**School Counselor of New York**

June 2001 to Present