

## **MANON JAE GORDAN**

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### **EDUCATION**

*Master of Science, Counseling Psychology*, December 2015

Holy Family University, Philadelphia, PA

Pennsylvania Certified PK-12 School Counselor

*Bachelor of Arts, Psychology*, May 2005

Muhlenberg College, Allentown, PA

### **INTERNSHIP EXPERIENCE**

*School Counselor Intern*, G.W. Childs Elementary School, Philadelphia, PA

September 2015 – December 2015

- Individual and small group counseling
- With interdisciplinary team, coordinate positive behavioral supports for students with mental and behavioral health concerns
- Address student progress, additional issues as needed through alliance with parent/family
- Plan and lead classroom guidance lessons on high school preparation, application process, goal setting

*School Counselor Intern*, Philadelphia High School for Creative and Performing Arts, Philadelphia, PA

January 2014 – May 2014, January 2015 – May 2015

- Individual counseling, conflict resolution, and crisis intervention
- Academic and higher education advising
- Develop and perform college, career preparation large group, classroom guidance lessons
- Confer with parents, external agencies to ensure continuity of care in school-setting

### **PROFESSIONAL EXPERIENCE**

Today, Inc., Bensalem, PA

*Drug Free Communities Project Coordinator*, September 2013 – April 2014

- Organize and lead Students Against Destructive Decisions (SADD) program for Bensalem Township middle schools
- Cooperate with Building a Better Bensalem Together (B3T) Coalition for programmatic uniformity with district outreach efforts

Philadelphia Women's Center, Philadelphia, PA

*Phone Counselor*, March 2011 – July 2012

- Conduct individual biopsychosocial evaluations
- Lead daily small group informational sessions
- Provide legal, medical, and social service referrals
- Maintain physical and virtual client records

Bensalem Township School District, Bensalem, PA

*Guest Teacher, Homework Club Coordinator*, September 2008 – March 2011

- Enact lesson plans as directed by primary teacher
- Facilitate after-school enrichment program to affect academic, behavioral/social, emotional support for students in need

Family Service Association of Bucks County, Langhorne, PA

*Youth Recreation Partner for Families and Schools Together (FAST) Program*,  
September 2009 – June 2010

Old Pine Community Center, Philadelphia, PA

*After-School Counselor, Administrative Assistant*, December 2005 – August 2008

### **PROFESSIONAL DEVELOPMENT**

American School Counselor Association (ASCA) Member, 2012 – present

Recognizing and Reporting Child Abuse, Mandated Reporting presented by PA Child Welfare Resource Center, 2015

Domestic and Intimate Partner Violence, presented by Relias Learning, 2015

Cognitive Processing Therapy, CPTWeb, presented by Medical University of South Carolina, 2015

LeGare Process Training for Philadelphia School District employees, 2015

Philadelphia Trans-Health Conference, presented by Mazzoni Center, 2015

Philadelphia Children's Alliance Conference, 2014

### **RELATED SKILLS**

Proficient with MS Office applications, Prezi

Familiar with Castor-Pollux and Philadelphia School District Employee Portal

Extensive research capabilities