

## **Diana I. Correia**

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### **EDUCATION**

**Master of Arts in Counseling Psychology**, May 2014

**Bachelor of Arts in Psychology, Minor in Religion**, May 2011

*Arcadia University, Glenside, PA*

**First Year Study Abroad Experience (FSYAE)**, Fall 2007

- Selected as 1 of 60 Arcadia students to study abroad during freshman year. This allowed for personal growth through multicultural experiences

*University of Limerick, Limerick, Ireland*

### **WORK EXPERIENCE**

**Lead Clinician**, September 2014 – Present

*CATCH, INC, Philadelphia, PA*

- Provided individual and group therapy in elementary school based setting utilizing evidence based treatment approaches and techniques
- Supervised in-class support workers in providing services to the clients within the classroom setting
- Recruited, coordinated and conducted new admissions of children into the STS program
- Provided crisis intervention to students in need and family consultation when necessary
- Connected clients and families with mental health services and community-based resources as needed
- Collaborate with school administration on program development and service coordination
- Partnered with treatment team (psychologist, psychiatrist, school counselor, teachers, guardians) to evaluate clients for mental and behavioral health needs
- Maintained each student's medical chart in accordance with agency, state, and insurance guidelines and regulations

**Administrative Assistant**, August 2011 – June 2012

*Friendly Planet Travel, INC, Jenkintown, PA*

- Assisted Office Manager and maintained office organization
- Operated electronic file systems and maintained electronic and paper files
- Directed client questions and contacted clients with important travel information
- Oversaw receptionist area, including greeting visitors and responding to telephone and in person requests for information

### **PROFESSIONAL EXPERIENCE**

**Elementary School Counseling Intern**, September 2013 - May 2014

*Hallowell Elementary School, Horsham, PA*

- Performed individual counseling sessions for students ranging from kindergarten to fifth grade using solution-focused counseling techniques
- Ran small groups and classroom guidance lessons on various topics to promote better emotional, social and mental health of the students
- Regularly met with team members (principal, teachers and school psychologist) to design the most appropriate lessons for the students

- Assisted with the planning and execution of assisting families in need such as during Thanksgiving and Christmas

**Secondary School Counseling Intern, September 2013 - May 2014**

*Upper Dublin High School, Fort Washington, PA*

- Assisted high school seniors to navigate the college application process through classroom guidance and on an individual level
- Performed individual counseling sessions for students concerning issues ranging from grades to personal/emotional issues while using a person-centered philosophy and incorporated solution-focused counseling techniques
- Attended staff meetings, department meetings, in-service training, and workshops to develop professional development and build rapport with colleagues
- Conducted new student placement testing to place students in appropriate level classes
- Participated regularly in the Child Study meetings by assisting in the development of educational plans

**Secondary School Counseling Practicum Intern, January 2012 - June 2012**

*Liberty High School, Bethlehem, PA*

- Facilitated preparing high school sophomores for their junior year through interest inventories
- Matched internship opportunities to students' abilities and interests through individual meetings and interest inventories

**Secondary School Counseling Intern, September 2010 – May 2011**

*Bishop McDevitt High School, Wyncote, PA*

- Assisted high school seniors in navigating the college application process on an individual level
- Ran a group with sophomore to senior aged boys to discuss problem behaviors and alternative choices

**LEADERSHIP**

**Safe Harbor Parent Workshop Team Member, January 2014 – Present**

- Assisted with the development of a positive parent training program for Safe Harbor's Grief Support Group program
- Delivered program to multiple parent support groups over a 4 month period

**FYSAE Mentor Program Student Head Coordinator, January 2009 – January 2011**

- Recruited interested FYSAE alumni to become mentors
- Contacted perspective FYSAE students and engaged them in discussion gauging their interest in the FYSAE program
- Created various activities to integrate the current FYSAE students with the Arcadia student body throughout the year
- Developed orientation program for returning FYSAE students collaborating with multiple departments within Arcadia