**Erica Titlow**

59 Rotterdam West

Holland, PA 18966

Phone: 215-510-9902

etitl491@live.kutztown.edu

**OBJECTIVE:**

To enhance my knowledge and expand my awareness in school counseling, as well as use the information I have learned in the field successfully.

**EDUCATION:**

*2008- 2012*

**Kutztown University**

Bachelor of Science in Clinical/Counseling Psychology

*2012- Present*

**Kutztown University**

In the process, M.S. School Counseling K-12

Graduation date: May 9th, 2015

**EMPLOYMENT HISTORY:**

*December 2012*

*to*

*Present*

**Colony Abstract, Company, Inc.**

Contact: Lorraine Haag, 215-364-5845

Secretary

I answer phones, complete clerical work, review files, scan documents, shred documents, and set up appointments.

*May 2011*

*to*

*August 2012*

**ManTech International Corporation**

Contact: Michael Grottini, 703-218-8397

Office Assistant

I entered data into the computer system, filed folders and documents, created binders, and assisted wherever I was needed by a variety of the different departments.

*May 2010*

*to*

*August 2010*

**Berger Brothers Building Products**

Contact: Nicole Gartzke, 215-355-1200

Office Assistant

I entered data into the computer, made copies of documents, and filed documents.

*May 2009*

*to*

*August 2010*

**Hunter Mechanical, Inc.**

Contact: Joe Ricker, 215-852-2097

Office Assistant

I made deliveries, drove to stores to pick up necessary items, did work on the computer, scanned documents, and answered phones.

**ACCOMPLISHMENTS:**

*2008-2009*

Faculty Award for Academic Excellence

*2012*

Dean’s List

**FIELD EXPERIENCE:**

*2014*

George Washington High School

Contact: Adam Bachmann, ABachmann@philasd.org

*2014-2015*

Ziegler Elementary School

Contact: Jennifer Smith, JSSmith@philasd.org