Professional Summary

* Almost 10 years experience within the counseling field providing insight and direction for high school students as they grow academically and personally
* Possess a positive personality, extensive guidance skills and demonstrate earned trust as a student advocate
* Enjoy actively helping students to evaluate their abilities and interests, while helping them to see their talents and personality characteristics in order to develop academic goals that will lead to sound career aims
* Maintain extensive knowledge of human behavior, personality and interests, aptitudes and testing

Counseling Experience

***Palmyra High School*** – Palmyra, NJ **October 2005-Present**

**Middle/High School Guidance Counselor**

* Provide individual and group counseling for approximately 500 students grades 7-12
* Provide college and career counseling to students; assist students with college application process (Naviance)
* Provide developmental guidance lessons
* Facilitate Crisis Interventions
* Arrange for tutoring within the school and community
* Build Master Schedule and Schedule all students for upcoming school year (OnCourse and SMARTS Programming)
* Work with Child Study Team for students with IEPs
* Develop and Monitor 504 Plans
* Consult with administration, faculty, and parents about struggling students
* Provide parents with outside resources to assist their students
* Coordinate special programs, including college fairs, field trips, and college visits
* Track records, enrollment, transfers, and student data
* Conduct Testing
  + New Jersey State Testing (NJASK 7/8, HSPA, End of Course Testing)
  + PSAT and AP testing for the district
  + NAEP Testing
* FAFSA completion workshop for parents
* Honor Roll and Perfect Attendance Recognition Program
* Financial Aid Night Coordinator
* Scholarship Coordinator
* Member of Intervention and Referral Services Team to assist struggling students
* Burlington County College Spring Ahead Liaison
* 9th Grade Bridge Day Coordinator
* Burlington County Crisis Response Team

***Jenkintown High School*** – Jenkintown, PA **September 2004-May 2005**

**High School Guidance Counselor Intern**

* Provided individual counseling for a caseload of 10 students
* Assisted Guidance Counselor with PSSA, PSAT, and AP testing
* Member of CARES/SAP (Student Assistance Program); developed SAP Action Plans to assist the students
* Attended IEP and Gifted IEP meetings
* Consulted with faculty to discuss struggling students
* Conducted workshops on New SAT I, Resumes, Collegeboard.com, Self Directed Search, and Collegeview.com
* Developed Post-High School Planning Guide
* Aided in course selection process and developing class schedules for 2005-2006 school year (SASSI Programming)
* Aided in student growth plan meeting with parents and student
* Assisted students with the college application process
* Scheduled college visits and met with college recruiters
* Interpreted of psychological and state required student testing results
* Updated Guidance Website
* Arranged and Monitored Peer Tutoring and Elementary Aid Programs
* Attended Conferences for Guidance Counselors at Arcadia University and Eastern Center for Arts and Technology

Additional Work Experience

***Willow Service Corporation*** – Willow Grove, PA **June 1998-January 2006**

**Patient Care Coordinator & Assistant Office Manger**

* Documented patient treatment/care plans
* Coordinated patient physical therapy activities
* Contacted and coordinated outside care services
* Managed patient scheduling
* Managed insurance verification and billing
* Acted as records custodian (copying, faxing, filing documents)
* Ordered office supplies

***Abington Memorial Hospital*** – Abington, PA **May 1995-May 2002**

**Receptionist**

* Scheduled patient appointments
* Contacted pharmacists as needed
* Contacted and coordinated outside care services for patients as needed
* Acted as records custodian
* Maintained sample medication logs

Professional Affiliations & Volunteerism

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| --- | --- |
| * American Counseling Association * American School Counselor Association * Burlington County School Counselor Association | * National Honor Society Faculty Council Member * Gift of Life Organ Donation Foundation * American Diabetes Association |

Education

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| --- | --- |
| ***Villanova University*** – Villanova, PA  *Masters of Science,* May 2005  Major: Counseling and Human Relations  Certified in Secondary Guidance Counseling, May 2005  Certified in Elementary Guidance Counseling, May 2007   * GPA: 3.87 (on a 4.0 scale) * Graduate Student Council * Kappa Delta Pi Honor Society | ***Hofstra University*** – Hempstead, NY  *Bachelor of Arts,* December 2001  Major: Interdisciplinary Studies   * GPA: 3.3 (on a 4.0 scale) * Pi Gamma Mu Honor Society * Delta Phi Epsilon Sorority |