**Danielle Lutz**

# 105 E. Railroad Street • Nesquehoning, PA 18240

# 570-778-9606 (cell)

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**Qualifications:** *Related Skills, Practicum, and Experience*

* Possess working knowledge of the importance of building a relationship of trust and providing practical help to students and families.
* Able to learn and apply new concepts quickly and pass that information on to others.
* Experienced in organization and planning responsibilities including arranging services for students.
* Skilled in fundraising and event planning.
* Passionate and continually striving to learn new ideas and counseling techniques.
* Expert guest on television show *Health Images*
* Trained to deliver the American School Counseling Association (ASCA) National Model
* Certified Educational Specialist I Elementary School Counselor K-6 (1836) and Educational Specialist I Secondary School Counselor 7-12 (1837)

**Practicum Experience**

* **Lehighton Area High School** – Lehighton, PA. (Summer/Fall 2012)

Completed over 800 hours including direct and indirect service to students and families. Conducted individual counseling sessions, career counseling, and presentations to students. Assisted in Pennsylvania System of School Assessment (PSSA) retest and Pennsylvania Keystone Exams. Proctored the Scholastic Aptitude Test (SAT) and ACT college entrance tests. Created a new student survival guide, post graduation readiness survey, and assisted with post graduation satisfaction survey. Knowledgeable in computer programs including PowerSchool, APEX Learning, and Career Cruising systems. Helped implement new cyber school hosted by the district. Participated in 504 and IEP meetings.

* **Panther Valley Elementary School –** Nesquehoning, PA. (Spring 2013)

Completed over 350 direct and indirect hours assisting students and families in the K-5 setting. Services include individual counseling, small groups, classroom guidance, and crisis counseling. Assisted with PSSA and Pennsylvania’s Alternate System of Assessment (PASA) exams. Collaborated with other professionals to create a comprehensive resource guide for Carbon County school counselors.

**Activities**

* Lehigh Carbon School Counselors Association Member
* American School Counselor Association Member
* Volunteer – Carbon County Head Start & Carbon County Friends of Animals
* President - Social Work Club
* Vice President - Phi Alpha Honor Society
* International Social Work Club

**Educational Background**

Bloomsburg University of Pennsylvania, Bloomsburg, PA

**Master of Education (M.Ed.),** 05/2013

Elementary and Secondary School Counseling *4.0 GPA*

Bloomsburg University of Pennsylvania, Bloomsburg, PA

**Bachelor of Social Work Degree (B.S.W.),** 12/2008

Social Work Major (*Dean’s List) 3.6 GPA – Cum laude*

Concentration in Family, Children, and Youth

**Professional Experience**

DoubleDeuce Motors, Tamaqua, PA

***Office Manager,*** March 2012 – Present

Maintains office efficiency by organizing, completing inventory logs, analyzing data, and updating office databases. Responsible for providing excellent customer service daily through electronic communication. Designs Internet listings and assists with daily sales activities. Accountable for cleaning stock and packaging inventory for delivery.

Pathstone Child Development Services, Lehighton, PA

***Assistant Teacher,*** November 2011 – May 2012

Consulted with classroom teacher in the development, planning and execution of the daily educational classroom activities in accordance with Head Start Performance Standards and the Child & Family Development Program Plan of Action to meet the needs of the individual child.

Blue Mountain Health System-Gnaden Huetten Campus, Lehighton, PA

***Social Services Coordinator,*** May 2010 – December 2010

Provide for each resident’s social, emotional and psychological needs. Develop a social history, social assessment and care plan which identifies pertinent problems and needs, realistic goals to be accomplished and the specific action to be taken in resolution of the problems and/or needs upon admission of each new resident. Document progress notes, which relate to each resident’s care plan, when necessary and within policy time frames. Actively participate in the pre-admission screening and discharge of all potential residents and provide information to residents and families during admission.

Spectrum Social Services, Lansford, PA

***Personal Care Home Administrator,*** July 2009 – April 2010

Conduct general administration and management in a specialized area of medical and health services. Concentration on health, safety and well-being of the residents, and implementation of policies and procedures relating to the Department of Public Welfare and Spectrum Social Services. Typical duties include overseeing staff, financial matters, medical care, medical supplies, facility and other duties as needed.

The ReDCo Group St. Clair, PA

***Therapeutic Support Staff (TSS),*** January 2009 –July 2009

Provide one-to-one behavioral health interventions to children & adolescents. These services are provided in the home, school, and community. Serve as a model for behavioral interventions and pro-social behaviors to parents, teachers, and community members.