

GRACE MARIE LAPHAN, M.Ed.

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HIGHLIGHTS OF SKILLS & EXPERIENCES

- Motivated, talented professional with the ability to listen, communicate, organize, plan, manage, multi-task, prioritize & complete projects efficiently both independently & dependently within a team structure.
 - Able to set priorities, coordinate, meet operational deadlines & time-manage multiple activities simultaneously in a productive, fast-paced, high pressures atmosphere necessary to support organizational success.
 - Highly ambitious professional with strong work ethic, oral, verbal, research, written, public speaking, advanced computer program & design skills acquired through extensive professional, educational, and training experiences.
 - Take charge individual with a solid work record and recognized as a leader who is disciplined and highly committed to achieve immediate & long-term goals in a consistent professional manner.
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EDUCATION

MASTER OF EDUCATION
Counselor of School Education k-12 (2003-2005)
Counseling in HE & Student Personnel (2001-2005)
Widener University, Chester PA

BACHELOR OF ARTS (1997-2001)
Graphic/Web Design
Rutgers University, Camden NJ

A & D COUNSELING (2008-2009)
Alcohol and Drug Certificate
Villanova University, Villanova, PA

TECHNOLOGY EXPERTISE

- Microsoft Office 2013
 - Adobe Photoshop CC
 - Adobe Illustrator CC
 - Adobe Lighthouse CC
 - Adobe InDesign CC
 - Adobe Dreamweaver CC
 - Adobe Flash CC
 - Adobe Acrobat XI Pro
 - HTML/CSS
 - QuarkXPress
 - Web/Print Designing
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PROFESSIONAL EXPERIENCE

FREELANCE GRAPHIC AND WEB DESIGNER
Network Designs

2001-PRESENT
SOUTH NJ AREA

- Create, design & develop graphic design digital/print mediums used for websites/mobile, digital advertising, print, social media for client proposals.
- Design and build web pages using a variety of graphics software applications, techniques, and tools.
- Create prototypes conceptual sketches, detailed wireframes, and communicate internet processes to fit client's business needs and standards.
- Follows client's requests and expectations for projects on projected time, to meet timelines and budgets.

JWB CONTRACTORS
Executive Administrative Assistant

1999-2010
MEDIA, PA

- Provided assistance and support to owner in the areas of preparing and filing of notices, reports, bids, contracts, ordering supplies and other administrative duties as needed/requested.
- Verified & processed invoices for overall operations, liaison to customers, employees & vendors on projects.
- Responsible for all daily business day-to day operations such as: answering phones, managing business communications, scheduling of meetings, daily business daily operations, managing overall business expenses, banking, payroll, taxes, insurance benefits, & cash payouts.

PROFESSIONAL EXPERIENCE (cont.)

RUTH'S CHRIS STEAKHOUSE 2001-2011
Head Server KING OF PRUSSIA, PA

- Provided the highest quality of service to all guests in an attentive, courteous & efficient manner.
- Maintained a high standards of personal appearance & work ethic in an upscale restaurant atmosphere.
- Created an experiences that every guest will seek to repeat as regular customers.
- Trained and educated new and current staff members on business culture, philosophies, standards and operations which included extensive knowledge menu items, guest service, sales, being attentive, courteous, & efficient by building sales through high standards of quality & service.
- Built sales through high standards of training using quality & service techniques, and promoted teamwork by creating a fun, positive and energetic work environment.

CHICHESTER SCHOOL DISTRICT 2008-2011
School Guidance Counselor - HS/MS BOOTHWYN, PA

CAMDEN COUNTY TECHNICAL SCHOOL 2007-2008
Special Needs Guidance Counselor – HS SICKLERVILLE, NJ

SALEM CITY SCHOOL DISTRICT 2005-2007
Guidance Counselor – HS SALEM, NJ

- Provided individual, group and classroom counseling services to assist students, parent(s) or guardian(s), faculty, special education managers, and administrators in the school setting.
- Assume an active role in counseling, designing, implementing, monitoring, and adjusting educational plans for a caseloads ranging from 280-350 students per year.
- Counsel, advise, confer, communicate, facilitate, and interact with students, parent(s) or guardian(s), teachers, administrators, and others professionals to make counseling services and resources available.
- Consult, & prepare students to explore personal, social, emotional and future postsecondary options, to make informed decisions towards the transition toward adulthood using a cognitive behavioral therapy approach.
- Coordinate, plan, supervise, manage, collaborate, arrange, support, facilitate implement, and monitor scheduled visits from college, military, technical & vocational representatives and agencies.
- Assist in the organization of school-wide testing, projects, programs, support services, educational awareness, job & college fairs, information sessions, various workshops, lectures, presentations and informational activities that contribute to the effectiveness of the districts counseling program and mission.

CERTIFICATIONS / CERTIFICATES

NJ Certification School Counselor k-12
PA Certification Elementary School Counseling
PA Certification Secondary School Counseling
NJ Director of School Counseling Services Certification
Alcohol and Drug Counseling Certificate