

# CARRIE COUNSELOR

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## OBJECTIVE:

A career counseling position in a large, public university that will utilize my career development experience as well as my counseling, teaching, communication, and programming skills.

## EDUCATION:

<b>Master of Arts Degree</b>	University of St. Thomas, Minneapolis, MN Major: Counseling Psychology	May 20XX
<b>Bachelor of Arts Degree</b>	Augsburg College, Minneapolis, MN Majors: Psychology and Communication Studies	June 20XX

## RELATED EXPERIENCE:

<b>Career Intern</b>	College of St. Catherine, St. Paul, MN	Sept. 20XX – May 20XX
<ul style="list-style-type: none"><li>• Provided one-on-one direct service to students with diverse backgrounds regarding resumes, mock interviews, career exploration, self-assessment, college major decisions, job and graduate school search, career change, networking, and salary negotiations</li><li>• Facilitated many educational and discussion sessions on the retention services offered by the college for students</li><li>• Developed discussion groups for senior students who were concerned about life after graduation</li><li>• Used and interpreted the Strong Interest Inventory and Myers-Briggs Type Indicator to help students with the self-assessment stage of their career process</li><li>• Attended and participated in the planning of multiple job and internship fairs</li><li>• Worked as part of the career development staff and the student affairs committee</li></ul>		

## PROFESSIONAL SKILLS:

### Counseling

- Created excellent rapport and counseling relationships with adults, young adults, and children
- Counseled a diverse population of college students regarding many career and personal issues
- Provided therapeutic interventions for children who were at risk of neglect and abuse

### Teaching and Public Speaking

- Taught a class on incorporating skills and values into their career process for 20 college students
- Assisted in teaching a class on the career development stages for first-year students
- Made many presentations to students regarding the many programs offered in the career office
- Taught emotional regulation and social skills to preschoolers in a classroom setting

### Programming and Administrative

- Planned and coordinated the Shadow Program where alumnae volunteer to host a student in their place of employment for a day
- Marketed programs to selected students by creating flyers, posters, emails, presentations, and advertising to other departments of the college
- Organized evaluations, contact letters, and student paperwork for many career programs
- Involved in planning multiple programs that help students in their career development process

## MEMBERSHIPS AND CONFERENCES:

Minnesota College Personnel Association (MCPA) Member  
Minnesota Career Development Association (MCDA) Conference

## OTHER EXPERIENCE:

<b>Child Intervention Specialist</b>	Crisis Nursery, Minneapolis, MN	Sept. 20XX – Nov. 20XX
<b>Counseling Intern</b>	Washburn Child Guidance Center, Minneapolis, MN	June 20XX – Sept. 20XX
<b>Admissions Administrator</b>	Augsburg College, Minneapolis, MN	Sept. 20XX – June 20XX