

SAMPLE 1 – School Counseling Resume

Grace Atlas

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LICENSURES

Professional Educator License (PEL), Expected June 2013

- School Counselor, prekindergarten through grade 12

Illinois License Professional Counselor (LPC), expected August 2013

EDUCATION

Master of Education in Counseling – Concentration in School Counseling, June 2013

DePaul University, Chicago, Illinois, G.P.A. 3.9/4.0

Bachelor of Arts in Communication, Minor in Sociology, December 2003

University of Wisconsin-Milwaukee

PROFESSIONAL COUNSELING EXPERIENCE

Ogden Elementary School, Chicago, IL., September 2012 – Present

Counseling Intern

Individual, Group, and Classroom Guidance Counseling

- Counsel students in grades K through 8, using solution-focused and person-centered approaches, to address issues such as academic performance, social skills, self-esteem, and attendance.
 - Advise and assist numerous students in short-term crisis situations such as bullying, friendship issues, conflict resolution, and classroom behavior issues.
 - Direct and co-lead weekly boys group that targets anger management, social skills, academic issues, behavioral issues, self-esteem, and conflict resolution training.
 - Aided with the planning and facilitation of Ogden Elementary High School Information Night.
 - Educate eighth grade students about career awareness, high school options and scholarships
 - Delivered an Anti-Bullying curriculum for grades 4 through 8 focusing on topics such as bullying defined, conflict resolution, sexual harassment, school policy on reporting and discipline, role of the internet in bullying, how to handle bullies, and alternative behaviors for bullies and victims.
 - Facilitated 2008 ISAT testing at Ogden Branch for teachers and students for a two-week period.
- Case Management and Special Education, Individualized Education Plans (IEP's), and Section 504
- Participate in and run weekly team meetings for Initial and Annual IEP's, School-Based Problem Solving, Domain, non-attending, and speech-only meetings. Discuss student classroom performance and behavior as input to target individual, group, and overall student counseling needs.

DePaul University Career Center, Chicago, IL., 2011 - 2012

Peer Career Advisor

- Advise students and alumni on resume writing, job-search skills, professional correspondence, career and company research, graduate school research and application process, and interviewing tips.
- Promote services through outreach presentations to on-campus groups, classes, and career workshops.
- Assist with online recruiting system, on-campus recruiting, job listings, and on-campus employment.

WORK HISTORY

Guaranteed Rate, Inc., Chicago, IL – *VP of Corporate Recruiting*

January 2009 – November 2010

Hatch Staffing Services, Milwaukee, WI – *Staffing Consultant*

January 2008 – January 2009

Professional Development

Membership in American Counselor Association (ACA)

Membership in American School Counselor Association (ASCA)

Skills Proficient in Microsoft Office, IMPACT, OneRoomSoftware, and Oracle

SAMPLE 2 – School Counseling Resume

Amelia Charlotte Hart, M.Ed.

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LICENSURES

Professional Educator License (PEL)

- School Counselor, Prekindergarten through grade 12

Illinois Professional Counselor License (LPC)

EDUCATION

DePaul University, Master of Education in Counseling, Concentrations of School and Community, Chicago, IL. 2008-2011

- GPA - 4.00/4.00
- Type 73-certified, LPC qualified pending examination

University of Minnesota, Bachelor of Science in Human Development and Family Studies, Minneapolis, MN. 2003-2007

COUNSELING EXPERIENCE

Rogers High School, Professional School Counselor (counseling intern, 2010-2011) Chicago, 2011-2013

- Led senior and freshmen grade level meetings – analyzed attendance, grade and discipline data to select and administer appropriate universal, targeted and individual interventions
- Served on CARE team, which directs students to appropriate small groups and social-emotional support and interventions; led LGBT support, CBITS (cognitive-behavioral trauma) and Think First (anger management) groups
- Used qualitative and quantitative data to assess effectiveness of Tier 1 and Tier 2 interventions and shared these results with administrators, staff, parents and students
- Acted as school-wide Testing Coordinator and elected as Associate Union Delegate
- Served in multiple extra-curricular leadership roles, including head freshman/sophomore women's basketball coach, gay-straight alliance advisor and student council faculty liaison
- Conducted parent meetings in Spanish and developed conversational Spanish skills, including reading and writing
- Worked with Logan Square Neighborhood Association, BUILD, City Year and other key community stakeholders to develop programming and interventions for students

RESEARCH AND ADVOCACY EXPERIENCE

Social/Emotional Fridays – Anti-bullying Campaign, co-creator Chicago, 2011-present

- Used freshman needs assessment data to spearhead a student-led, anti-bullying campaign
- Presented "Social-Emotional Fridays" at CPS Counselor swap (Dec. 2011) and Illinois School Counseling Association Annual Conference (March 2012)

Closing the Gap at Rogers High School: A student-led anti-bullying initiative Chicago, 2010-present

- Developed curriculum for a socio-educational anti-bullying task force, which met weekly during quarter four to address relational issues at Rogers High School
- Presented the qualitative and quantitative data from this project at the DePaul University Counseling and Special Education Poster Conference (May 2010), Illinois Safe Schools Alliance (ISSA) Summer Institute (June 2011 and 2012), ISSA Youth Summit (Nov. 2011), National Safe Schools Roundtable (Nashville, Nov. 2011)

- Gained recognition for work around bullying and was invited to speak as a special guest on the Chicago Bar Association's television program "You and the Law" (Dec. 2011)

DePaul University

Chicago, 2010-present

- Researching the effectiveness of K-8 counseling with Dr. Erin Mason, focusing on the disparities between counselor roles and duties, presented at American School Counselor Association Conference (Minneapolis, June 2012)
- Presented "Addressing Anti-LGBTQ Bullying in Schools" on behalf of the Illinois Safe Schools Alliance to graduate level counselors-in-training (July 2013)
- Helped facilitate Alternative Schools Colloquium in conjunction with the Career Center (February 2012)

DePaul University Office for Teaching, Learning & Assessment,

Graduate Student Manager – Supplemental Instruction (SI)

Chicago, 2008-2011

- Researched current trends in collaborative learning in order to train and manage undergraduate peer leaders
- Created the Peer Educational Achievement Council and served as co-facilitator of the council, which fostered community among SI leaders and improved functionality of the SI program
- Co-developed an Undergraduate Teaching Assistant pilot program for Spring 2011 in TCC 502
- Analyzed and organized all relevant program data and worked with TLA director to write, publish and present data at Association of Institutional Research annual conference (Montreal, March 2011)

MEMBERSHIP AFFILIATION

- American Counseling Association (ACA)
- American School Counselor Association (ASCA)
- Association for Lesbian, Gay, Bisexual and Transgender Issues in Counseling (ALGBTIC)
- Chi Sigma Iota (CSI)
 - Served as the school counseling representative on DePaul University's executive board (2008-2011)
- Illinois School Counseling Association (ISCA)

PROFESSIONAL DEVELOPMENT

- Attendee: Illinois Safe Schools Alliance Youth Summit/GSA Advisor Workshops, 2012
- UMOJA Student Development Corporation Training, Anti-Bullying Training (CPS) 2012
- Calm Classroom Training, Youth Guidance, 2012
- Cognitive Behavioral Interventions for Trauma in Schools (CBITS) Training, 2011
- Counselor Connection Workshop on Advocacy at the Center on Halsted, 2011
- Building Safe Schools Seminar at the Center on Halsted, 2010
- Children Impact Seminar: Social/Emotional Learning Standards, 2010
- Peer Educator Advocacy Conference, New York, 2010