



EVELYN WHITE

Counselor

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com

SKILLS

Career Counseling

10

Program Development

10

Client Assessments

10

Crisis Management

9

Critical Thinking

8

Feedback Delivery

8

INTERESTS

★ Surfing

🌐 Martial Arts

🏠 Community Service

👥 Blogging

STRENGTHS

⌚ Patience

🏔️ Perseverance

📅 Planning

⚙️ Positivity

LANGUAGES



English



Polish



Spanish

ACHIEVEMENTS

★ Improved client job placement success rates by 20% through tailored counseling strategies.

★ Led workshops on coping skills that increased participant engagement by 30%.

PROFESSIONAL SUMMARY

Motivated Counselor with two years of experience dedicated to guiding individuals through personal challenges. Expertise in assessing client needs, developing individualized support strategies, and fostering resilience. Committed to creating a nurturing atmosphere that promotes healing and personal growth. Eager to apply my skills to empower clients on their journey toward achieving their goals.

WORK EXPERIENCE

Counselor

📅 Apr / 2024–Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

1. Provided comprehensive guidance and counseling services to high school students and adults with disabilities seeking employment.
2. Coordinated with local employers to create job opportunities, internships, and apprenticeships for clients.
3. Identified barriers to employment and recommended rehabilitation technologies to enhance work outcomes.
4. Delivered job retention services to clients, ensuring support for maintaining employment.
5. Assisted individuals in accessing inpatient alcohol and drug rehabilitation services.
6. Facilitated the acquisition of stackable credentials to improve employability.
7. Advocated for clients to foster independence and self-sufficiency in the workplace.

Guidance Counselor

📅 Apr / 2023–Apr / 2024

Crescent Moon Design

📍 Portland, OR

1. Utilized an effective referral process to connect students and clients with relevant programs and services.
2. Maintained accurate records and documentation, ensuring compliance with legal and educational standards.
3. Acted in accordance with federal and state regulations, as well as local education policies.
4. Served as a positive role model, reinforcing the mission of the educational institution.
5. Coordinated programs to recognize and celebrate positive student behaviors.
6. Fostered strong relationships with supervisors and colleagues to enhance team collaboration.

EDUCATION

Bachelor of Science in Psychology

📅 Apr / 2022–Apr / 2023

University of Texas

📍 Santa Monica, CA

Studied psychological principles and counseling methods, focusing on mental health support.