After School Counselor

ROBERT SMITH

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Objective

Seeking opportunities to assist in the holistic development of young people, allowing for academic, individual, social, and personal advising/counsel in addition to aiding in college/career readiness; additionally seeking opportunities that would allow for professional growth in management, mentoring and leadership.

Skills

Microsoft Office, DASL, PowerSchool, Powerpoint, Outlook, Google Docs, Small Group Counseling, Large Group Counseling, Career Counseling.

Work Experience

After School Counselor

ABC Corporation - August 2007 – December 2015

- Assisted students in holistic development with academic, individual, social, and college/career advising or counsel.
- Established a trusting relationship with students and parents to nurture confidence in School Counseling process.
- Aided students in college and career readiness process, from course selection to interest inventories and career assessments.
- Assumed leadership responsibilities in the absence of School Counseling Department Chairperson.
- Attended professional development workshops to remain educated on industry changes, and updated on new best practices.
- Appointed as Senior Counselor; coordinated all college visits; partnered with Senior Administration and HCPS officials to assist in organization and preparation for graduation and senior year activities.
- Assisted in developing Master Schedule with data management system to determine course offerings and placements.

School Counselor

ABC Corporation - 2006 – 2007

- Consulted with School Psychologist regarding clinical assessments in order to participate in matters relating to mental health, treatment, discharge and follow-up.
- Prepare and maintain treatment plans as well as progress reports on assigned cases.
- Meet with individual children and their families to assist them in identifying strengths and barriers in school setting.
- Facilitate support groups and teach coping/ life skill workshops in the classroom.
- Serve as a liaison and advocate between children, families, school staff and community providers.
- Present cases for review by other staff and work collaboratively with a range of disciplines in treatment planning.
- Participate in continuing education and professional training..

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Education

Guidance and Counseling for Students - (University of Phoenix - Phoenix, AZ)

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