



# WILLIAM PEREZ

## Student Counselor

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

🌐 www.qwikresume.com

### SKILLS

Crisis Management



10

Coping Strategies



8

Resource Management



10

Confidentiality



8

Group Facilitation



8

Self-care Practices



10

### INTERESTS

★ Surfing

🌐 Martial Arts

👥 Community Service

📝 Blogging

### STRENGTHS

⌚ Patience

🏔️ Perseverance

📅 Planning

⚙️ Positivity

### LANGUAGES



English



German



Russian

### ACHIEVEMENTS

★ Implemented a peer mentorship program, resulting in a 20% increase in student engagement.

★ Facilitated workshops on stress management, positively impacting over 100 students.

### PROFESSIONAL SUMMARY

Enthusiastic and compassionate Student Counselor with 2 years of experience guiding students through academic and personal challenges. Proven ability to conduct assessments, facilitate engaging workshops, and develop tailored support plans. Dedicated to creating a supportive environment that fosters student growth and achievement.

### WORK EXPERIENCE

#### Student Counselor

📅 Mar / 2024-Ongoing

Seaside Innovations

📍 Santa Monica, CA

1. Monitored and redirected behavior in classroom settings, promoting positive student interactions.
2. Assisted educators in keeping students focused on tasks and assignments.
3. Provided counseling support for students facing personal challenges, ensuring a safe environment.
4. Managed the return of educational materials, ensuring accurate inventory records.
5. Handled inbound calls from students, assisting with account inquiries and payment plans.
6. Utilized strong customer service skills to support students effectively.
7. Tracked student attendance and academic performance, providing necessary interventions.

#### Student Counselor

📅 Mar / 2023-Mar / 2024

Cactus Creek Solutions

📍 Phoenix, AZ

1. Advised students on academic appeals and course alternatives to enhance their educational journey.
2. Facilitated conflict resolution strategies to address student concerns and promote harmony.
3. Administered and evaluated placement tests, ensuring accurate assessment of student capabilities.
4. Coordinated room scheduling for academic classes, optimizing resource use.
5. Played a key role in planning the Ingalls Award Ceremony, celebrating student achievements.
6. Reviewed Degree Audit information to assist students in meeting graduation requirements.

### EDUCATION

#### Bachelor of Arts in Psychology

📅 Mar / 2022-Mar / 2023

State University

📍 Phoenix, AZ

Studied psychological principles and counseling techniques, focusing on student development.