

FIRST LAST NAME

5678 PARK AVENUE, OLEAN, NY | NAME@BONAVENTURE.EDU | 716.111.2233

EDUCATION

St. Bonaventure University, St. Bonaventure, NY

Master of Science in Education • December 20xx

- Specialization in Clinical Mental Health Counseling, CACREP Accredited
- Eligible for NYS Mental Health Licensure

University at Buffalo, Buffalo, NY

Bachelor of Science in Psychology • Minor in Spanish • May 20xx

Universidad de Salamanca, Salamanca, Spain • June-August 20xx

RELATED EXPERIENCE

Clinical Mental Health Counseling Intern, Bradford Regional Medical Center—Bradford, PA

September 20xx-May 20xx

- Conducted intakes and assessments with clients
- Met with counseling staff to develop individualized treatment plans
- Maintained detailed and confidential client-related paperwork including state and hospital mandated forms, client diagnostic records, and progress notes

Counseling Intern, St. Bonaventure University Wellness Center – St. Bonaventure, NY

January 20xx-May 20xx

- Developed and implemented psychoeducational groups and seminars to campus community
- Provided psychosocial assessments of students and diagnoses of mental illnesses
- Formulated, developed and implemented treatment plans for students
- Collaborated with the health care team to update students' progress while in treatment

Clinical Mental Health Counseling Practicum, Council on Addiction Recovery Services – Olean, NY

September 20xx-December 20xx

- Co-facilitated a recovery and relationship group that consisted of eight diverse women
- Evaluated clients' health and substance problems to create goals and treatment plans
- Provided guidance and support to family members

COMMUNITY SERVICE

Volunteer, Cattaraugus County Coalition Against Domestic Violence and Sexual Assault • December 20xx-present

Crisis Volunteer, American Red Cross • May 20xx-present

Volunteer, American Cancer Society Relay for Life • January 20xx-August 20xx

PROFESSIONAL AFFILIATIONS

American Counseling Association

American Mental Health Counselors Association

SKILLS

Fluent in Spanish • Proficient in Microsoft Word, Excel, Access, and PowerPoint • Medcat