

FIRST LAST NAME

123 Bonaventure Way, Buffalo, NY 14620 · name@bonaventure.edu · (716) 555.5555

EDUCATION

St. Bonaventure University, St. Bonaventure, NY - GPA 3.9/4.0 – Chi Sigma Iota August 20xx

Master of Science: Counseling Education, CACREP Accredited

Certification: New York State Provisional Certification in School Counseling August 20xx

St. Bonaventure University, St. Bonaventure, NY – GPA 3.3/4.0 May 20xx

Bachelor of Arts: Sociology Minor: Social Work

RELEVANT EXPERIENCE

Randolph Elementary School, Randolph, NY

March 20xx-May 20xx

School Counselor Long-Term Substitute

- Provided bi-weekly character education in the classroom
- Facilitated small counseling groups on academic and social skills
- Provided individual IEP counseling and tracked goals on ClearTrack
- Implemented internet and social media safety program school wide

Allegheny-Limestone Central School, Allegheny, NY

August 20xx-March 20xx

High School Counselor Intern

- Delivered individual counseling to promote academic, personal/social and career growth
- Assisted students with college applications and financial aid process
- Advised students in regards to high school schedules
- Implemented Choices Program for creation of career interest inventory and resumes
- Revised current Guidance Plan to better fit the need of the school district
- Designed and updated the guidance webpage

Olean Middle School, Olean, NY

January 20xx-April 20xx

Middle School Counseling Practicum

- Planned and hosted annual career fair to promote awareness and professional engagement
- Facilitated groups on academic support skills
- Identified at-risk students and implemented interventions to enhance success

ACTIVITIES/VOLUNTEER

Warming House Soup Kitchen

Bona Responds

Embrace it Africa

Bona Buddies Youth Mentoring Program

EMPLOYMENT

Youth Caseworker, Cattaraugus Community Action, Salamanca, NY

May 20xx-present

Teacher Assistant, Olean Child Care Center, Olean, NY

December 20xx – May 20xx

PROFESSIONAL AFFILIATIONS & DEVELOPMENT

American School Counselor Association

New York State School Counselor Association

Safe Schools Workshop

October 20xx

Child Abuse Prevention Workshop

September 20xx

Cultural Diversity Workshop

September 20xx