

Carmella School Counseling

Cincinnati, OH | carmellac@xavier.edu | (513) 123-4567 | [LinkedIn URL](#)

EDUCATION

Xavier University, Cincinnati, OH May 20XX
Master of Education School Counseling, K-12; GPA: 3.XX/4.0

University of Dayton, Dayton, OH May 20XX
Bachelor of Arts, Psychology | Minor: Women and Gender Studies

Licensure: Date

PROFESSIONAL SCHOOL COUNSELING EXPERIENCE

Mason High School, Mason, OH January 20XX-May 20XX
School Counseling Intern (300+ hours)

- Met with individual students on an as-needed basis (behavioral, learning, social, crisis needs)
- Directed and facilitated weekly classroom guidance lessons on social/emotional and career issues and skills, e.g. "I" messages, relieving test anxiety, and career opportunities
- Facilitated a weekly "Social Thinking" group and an "Anxiety" group with 20 students in attendance
- Conducted classroom observations of students with 504s and IEPs
- Attended weekly Grade Team meetings to discuss student concerns and possible interventions
- Assisted with planning and coordinating a school-wide program, "Career day"

Cincinnati Public Schools, Cincinnati, OH August 20XX-December 20XX
School Counseling Intern (300+ hours)

- Worked with approximately 30 students, 9-12 grade, re: academic, social, emotional, and career issues
- Interviewed high school seniors and composed letters of recommendation for colleges
- Reviewed and critiqued essays and resumes for college applications
- Conducted classroom guidance lessons on navigating and utilizing "Naviance", a college and career readiness computer program
- Planned and led a weekly 8-session group, "The New Student Group", offered to students new to the County
- Assisted with preparation for PSAT testing
- Attended monthly Team Leader and Counseling meetings
- Attended 504 and IEP meetings
- Attended college luncheons and collected general and admission information about the colleges/institutions for prospective students

Lakota East High School, West Chester, OH January 20XX-April 20XX
School Counseling Intern (100+ hours)

- Worked with approximately 10-15 students, 6-8 grade, re: academic, social and emotional issues
- Analyzed data such as attendance and academic performance to determine appropriate interventions
- Created a three-lesson classroom guidance unit on "Bullying" and implemented in nine classrooms
- Directed and co-led a weekly 8-session "Study Skills Group", working with students in areas such as organization, healthy study habits and strengths and weaknesses in school subjects
- Facilitated "Girls Group", an 8-week session group, which focused on social/emotional issues
- Supervised 8th graders on a "College Gateway" field trip to a local community college, promoting college awareness

PROFESSIONAL AFFILIATIONS

- American School Counseling Association (ASCA) 20XX