

SAMPLE 2 – Community Counseling Resume

Haydee Maria Ortiz

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LICENSURE

Illinois Licensed Professional Counselor (LPC), Expected October 2013

EDUCATION

Master of Arts in Counseling, Concentration in Community Counseling, DePaul University, Chicago, IL, June 2013

Bachelor of Science in Psychology, Grinnell College, Grinnell, IA, May 2010

COUNSELING RELATED EXPERIENCE

New Insights Mental Health Center, Chicago, IL., September 2012 – Present

Counseling Intern

- Counseling individuals and assisting in skill building for adults with severe and persistent mental illnesses, and those with co-occurring substance abuse/use disorders
- Co-Facilitated Therapy Groups: Symptom Management for Anxiety Disorders, Women Support, Dialectical Behavioral Therapy, Loss and Reflection through Art
- Assisted clients with case management issues such as creating treatment plans, finding housing, job placement
- Consulted with supervisors, staff and other counseling interns regarding cases and resources
- Participated in bi-weekly trauma trainings; Other trainings: Bereavement, CBT, Treating Eating disorders

National Runway Switchboard, Chicago, IL., January 2011 – July 2012

Crisis Line Volunteer

- Provided guidance to runaway youth, parents and their families dealing with issues of running away, prostitution, drug abuse, homelessness child abuse, returning home, suicide and gender identity
- Implemented crisis intervention and mediation to help callers and their families
- Completed 40 hour crisis-line certification training
- Collaborated and consulted with full time clinician staff regarding crisis intervention and resource referrals
- Participated in continue education classes: Understanding and Supporting the Healthy Development of LGBTQ Adolescents, Harm Reduction Training & Trauma Informed Care Training

New Beginnings Counseling Center, Grinnell, IA, November 2008 – May 2010

Teen Group Facilitator

- Conducted support group for pre-teens and teens (12-18) following the death of a loved one
- Created activities and facilitated discussions to help teens reflect and move forward in their grief
- Supported adolescents in exploring feelings of anger, frustration, loss anxiety, and depression
- Participated in a two day loss and bereavement training

PROFESSIONAL RELATED EXPERIENCE

Counseling and Special Education Department, DePaul University, Chicago, IL. September 2011-June 2012

Graduate Assistant

- Completed literature reviews and edited curriculum vitae, articles, and transcriptions for faculty
- Assisted in statistical analysis using SPSS for faculty research

PROFESSIONAL MEMBERSHIPS

American Counseling Association Member

American Mental Health Counselors Association

SKILLS

- Values and Skills Card Sort
- MBTI & Strong Interest Inventory
- Crisis Intervention & Mediation
- Case Management
- DBT & Social Skills Training
- SPSS

