

## SAMPLE 1 – School Counseling Resume

# Grace Atlas

5521 N. Woodview Avenue #1k \* Chicago, IL 60640 \* gatlas@hotmail.com \* (773) 525-2233

### LICENSURES

Professional Educator License (PEL), Expected June 2013

- School Counselor, prekindergarten through grade 12

Illinois License Professional Counselor (LPC), expected August 2013

### EDUCATION

**Master of Education in Counseling – Concentration in School Counseling**, June 2013

DePaul University, Chicago, Illinois, G.P.A. 3.9/4.0

**Bachelor of Arts in Communication**, Minor in Sociology, December 2003

University of Wisconsin-Milwaukee

### PROFESSIONAL COUNSELING EXPERIENCE

**Ogden Elementary School**, Chicago, IL., September 2012 – Present

*Counseling Intern*

#### Individual, Group, and Classroom Guidance Counseling

- Counsel students in grades K through 8, using solution-focused and person-centered approaches, to address issues such as academic performance, social skills, self-esteem, and attendance.
  - Advise and assist numerous students in short-term crisis situations such as bullying, friendship issues, conflict resolution, and classroom behavior issues.
  - Direct and co-lead weekly boys group that targets anger management, social skills, academic issues, behavioral issues, self-esteem, and conflict resolution training.
  - Aided with the planning and facilitation of Ogden Elementary High School Information Night.
  - Educate eighth grade students about career awareness, high school options and scholarships
  - Delivered an Anti-Bullying curriculum for grades 4 through 8 focusing on topics such as bullying defined, conflict resolution, sexual harassment, school policy on reporting and discipline, role of the internet in bullying, how to handle bullies, and alternative behaviors for bullies and victims.
  - Facilitated 2008 ISAT testing at Ogden Branch for teachers and students for a two-week period.
- #### Case Management and Special Education, Individualized Education Plans (IEP's), and Section 504
- Participate in and run weekly team meetings for Initial and Annual IEP's, School-Based Problem Solving, Domain, non-attending, and speech-only meetings. Discuss student classroom performance and behavior as input to target individual, group, and overall student counseling needs.

**DePaul University Career Center**, Chicago, IL., 2011 - 2012

*Peer Career Advisor*

- Advise students and alumni on resume writing, job-search skills, professional correspondence, career and company research, graduate school research and application process, and interviewing tips.
- Promote services through outreach presentations to on-campus groups, classes, and career workshops.
- Assist with online recruiting system, on-campus recruiting, job listings, and on-campus employment.

### WORK HISTORY

**Guaranteed Rate, Inc.**, Chicago, IL – *VP of Corporate Recruiting*

January 2009 – November 2010

**Hatch Staffing Services**, Milwaukee, WI – *Staffing Consultant*

January 2008 – January 2009

### Professional Development

Membership in American Counselor Association (ACA)

Membership in American School Counselor Association (ASCA)

**Skills** Proficient in Microsoft Office, IMPACT, OneRoomSoftware, and Oracle

