

## OBJECTIVE

A position where I can utilize my unique combination of analytical, organizational, and communication skills to help your organization achieve their goals and objectives.

## SUMMARY OF QUALIFICATIONS

- Highly skilled and passionate counselor with over 25 years of experience providing comprehensive counseling and support services to individuals of all ages.
- Establishes rapport quickly with a diverse population, recognized for personal and professional integrity and collaborating to develop mutually beneficial solutions through interactions with teams and managers
- Empathetic, motivated and passionate about helping others, can adapt to meet needs of students and clients
- Prepares and submits various reports and other documents to administration on a daily basis
- Proven track record of helping clients navigate various personal, academic, and career challenges to achieve their goals and improve their overall well-being.
- Multi-tasks efficiently, learns new systems quickly, and completes all assignments and projects ahead of deadlines
- Excellent communication, interpersonal, and problem-solving skills.

## PROFESSIONAL EXPERIENCE

2015 – 2022     ***SAFE (Student Advocate for Engagement) Counselor***  
Liberty High School, Colorado Springs, CO

- Provided one-on-one support and guidance to students facing academic, personal, and social challenges.
- Helped students recognize and overcome habits and behaviors that impeded their success.
- Advocated for students' rights and access to resources, including academic accommodations, financial aid, and mental health services.
- Collaborated with faculty, staff, and campus partners to address student concerns and facilitate student success.
- Increased attendance and course completion rate of all students on my caseload.
- Maintained confidential student records and documentation in compliance with university policies and regulations.

2014             ***Financial Aide Assistant***  
Collarado College, Colorado Springs, CO

- Educated students and parents on the financial aid process and helped fill out and submit the required documents.
- Ensured financial aid files were complete and ready for review as well as processed I-9 forms for work-study students.

2012             ***Transfer Student Success Coach***  
University of Colorado at Colorado Springs, Colorado Springs, CO

- Made weekly contacts with transfer students in Nursing, Engineering, and Business Administration majors to help ensure a smooth transition to UCCS.
- Connected students with University resources that promoted transfer student academic success and higher retention rates.

1989 - 2012     ***Counselor & Department Head***  
Timberview Middle School, Eagleview Middle School & Aspen Valley High School, Colorado Springs, CO

- Provide individual and group counseling to 300-400 students and their parents on academic, career, and personal / social issues.
- Conduct comprehensive assessments to identify students' strengths, needs, and challenges.
- Develop and implement personalized academic and career development plans for students.
- Collaborate with teachers, parents, and administrators to address student concerns and develop intervention strategies.
- Managed four co-workers and the departmental budget.
- Awarded Aspen Valley Teacher of the Year

## OTHER EXPERIENCE

2000             ***Consultant***  
IBM Global Services, Denver, CO

- Interviewed 37 employees in two regional offices for Executive Research Project: pinpointed business process and communication barriers, wrote report detailing barriers and recommending solutions, collaborated with management to design plan to remove obstacles and foster greater teamwork.
- Teamed with two co-workers to complete facility space planning project to create better traffic flow, facilitate employee communication, and maintain employee personal space.

## EDUCATION, TRAINING, and ACHIEVEMENTS

***Master's Degree – Counselor Education***  
Alfred University, Alfred, NY

***Bachelor's Degree – Psychology***  
SUNY Geneseo, Geneseo, NY