



# ROBERTA BABSON

## GUIDANCE COUNSELOR

101 Sycamore Drive ▪ Anywhere, USA 12345

Residence: (123) 456-7890 ▪ Mobile: (123) 654-0987 ▪ rbabson@optonline.net

### *Student Observation ... Individual Counseling ... Self-Esteem Development ...*

**Empathetic, non-judgmental and knowledgeable** qualified in the establishing of safe, non-threatening environments where students may openly express themselves and discuss drug, alcohol, social and health issues. Skilled in: problem/crisis resolutions, prioritizing students' needs and formulating effective academic advisement. Offer compassion and approachability, able to develop and sustain relationships on all levels. Committed to learning new concepts and counseling techniques with sincere enthusiasm on returning to an environment in need of a licensed professional willing to go above and beyond to benefit students in need.

- **Academic Advisement**
- **Learning Disabilities**
- **Progress Reports**
- **Career Guidance/College Placement**
- **Parent Interaction**
- **Special Education**
- **Group/Grief Counseling**
- **Program Development**
- **Microsoft Word**

### EDUCATION

**Master's Degree ▪ Guidance and Counseling** ▪ College of New Rochelle - *New Rochelle, NY*  
**Bachelor of Arts ▪ Psychology** ▪ *Minor - Sociology* ▪ **SUNY at Binghamton** - *Binghamton, NY*  
*\*Dean's List ▪ Debate Club ▪ Psychology Club ▪ Fund Raising*  
 Associate of Arts ▪ Psychology ▪ Rockland Community College - *Suffern, NY*

### PROFESSIONAL DEVELOPMENT

Teenagers & Alcoholism ▪ A New Path for Educating Our Students ▪ Our Body Image ▪ Is AIDS Spoken Here?  
Improving Your Personal & Professional Relationships ▪ Human Relations Workshop ▪ Stress in the Work Place

### RELEVANT EXPERIENCE

**Marriott Middle School** - *Marriott, NY*

**Guidance Counselor** ▪ **Grades 6-8**

09/1996 – 02/2003

- Counseled 6<sup>th</sup> grade students on a progressive rotation through the 8<sup>th</sup> grade.
- Conducted bi-weekly meetings with core teachers to discuss students' progress and interactive sessions with both parents and students on an as-needed basis.
- Administered the California Achievement Test (C.A.T.) for the entire school of 750 students.
- Instituted self help groups, for self-esteem, those affected by 9/11 and grief counseling, et al.

### ADDITIONAL GUIDANCE COUNSELOR & TEACHING EXPERIENCE

**Maxwell Vocational High School** - *Bronx, NY* ▪ **John J. Smith High School** - *Bronx, NY*

**Marriott High School** - *Marriott, NY* ▪ **Topeka High School South** - *Topeka, NY*

**Princeton Day Care** - *Scarsdale, NY* ▪ **Smithfield Community College** - *Patchogue, NY*

### WORK HISTORY

**ABC Ltd** - *New York, NY*

**Price Analyst**

03/2009– Present

- Executed pricing analysis, organized and coordinated all importation of samples into U.S., trained new employees, delegated tasks and ensured monthly price posting deadlines for NY, NJ, CT and MA.

**Domestic Engineer**

02/2003 – 03/2009

- Dedicated to proactive case-management and re-enforcement therapy for son diagnosed with P.D.D., which required 45-56 hours a week of applied behavioral analysis (A.B.A.), speech, physical and occupational therapy.

### VOLUNTEERISM

Elm Street Elementary School - *Holtsville, NY* & The ABC Pre School - *Wantagh, NY*  
Class Mom ▪ PTA ▪ Fund-Raising ▪ Holiday/Book Fairs ▪ Staff Appreciation Day ▪ Field Day ▪ Bake Sales