**FIRST NAME, LAST NAME**

City, State, Zip Code | (555) 555-5555 | studentname@gmail.com

**EDUCATION**

**The University of Scranton**; Scranton, PA

Master of Science in Clinical Mental Health Counseling, GPA: 3.65/4.00 Expected Graduation: May 2023

* Council for Accreditation of Counseling and Related Educational Programs (CACREP) Accredited

Bachelor of Science in Counseling and Human Services, Overall GPA: 3.53/4.00 Graduation: May 2020

* Council for Standards of Human Service Education (CSHSE) Accredited

**HONORS**

**Chi Sigma Iota** | International Counseling Academic & Professional Honor Society Feb. 2021 – Present

* Selected based on Cumulative GPA of 3.5 or higher

**Tau Upsilon Alpha** | Counseling and Human Services National Honor Society May 2017 – Present

* Selected from top 35% of major with additional recommendation and a cumulative GPA of at least 3.3

**Dean’s List** | Fall 2018, Spring 2019, Fall 2021

**PROFESSIONAL EXPERIENCE**

**Graduate Intern, The Center for Career Development, The University of Scranton**; Scranton, PA Feb. 2023 – Present

* Hold undergraduate student appointments to assist students with their professional development
* Strengthen interpersonal skills through working as a team member, while receiving Masters level supervision
* Conduct mock interviews and review submitted Big Interview videos to provide feedback
* Participate in professional development webinars

**Graduate Assistant, The Center for Career Development, The University of Scranton**; Scranton, PA Aug. 2020 – May 2022

* Worked directly with Career Relations Manager to implement site visits, on-campus interviews, and networking opportunities for University of Scranton students enrolled in The Kania School of Management
* Provided a complete list of current job openings to team liaisons to be distributed to University of Scranton students and alumni
* Met one-on-one with and conducted classroom presentations for undergraduate level students to aid in career development
* Assisted in planning and directing of University of Scranton Career Expo while welcoming over 130 employers to campus

**Intern/Event Coordinator, The Jane Kopas Women’s Center, The University of Scranton**; Scranton, PA Feb. 2020 – May 2020

* Helped to develop women as lifelong leaders through skill training and educational programming
* Served as a “Take Back the Night” committee leader to engage The University of Scranton campus, outside community, and surrounding citizens in the fight against sexual assault
* Effectively communicated with over 100 domestic violence shelters in the Tri-State area, inviting them to “The International Summit to End Sexual Violence”

**WORK HISTORY**

**Front Desk Associate, Kalahari Resorts & Conventions**; Mt. Pocono, PA May 2021 – Present

* Handle upward of $5,000 cash, and $25,000 in credit card transactions per shift
* Greet and welcome all guests approaching the front desk in accordance with Kalahari Resort standards
* Answer guest inquiries about resort services, facilities, and hours of operation in a timely manner

**Lead Counselor, University of Success, The University of Scranton**; Scranton, PA Aug. 2018 – Jan. 2020

* Ensured a group of 80 ethnically diverse and socioeconomically disadvantaged high school students were properly educated on and prepared for the college application process through an academic enrichment program
* Maintained all student records and conducted all student contact
* Completed yearly analytical breakdown through Excel of students based on school district of enrollment, ethnicity, income level, and family life
* Served as member of exclusive staff panel tasked with selecting new students from applicant pool each year

**VOLUNTEER/ACTIVITIES**

* Take Back the Night, The Jane Kopas Women’s Center, The University of Scranton; Scranton, PA | Spring 2018 – Present
* Montessori Preschool and Kindergarten; Scranton, PA | Fall 2019 – Spring 2020