

SAMPLE 1 – Community Counseling Resume

Michael Harris

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Licensure

Illinois Licensed Professional Counselor (LPC), August 2013

Education

DePaul University- Master of Education in Community Counseling, Spring 2013

University of Chicago- Bachelor of Arts in Cognitive Psychology, December 2009

Counseling Experience

Alexian Brothers Behavioral Health Hospital, Hoffman Estates, IL, August 2011- June 2012

Counselor and Case Manager- Intern

- Participated in weekly seminars with topics surrounding the assessment and treatment of individuals meeting criteria for Axis I and Axis II diagnosis within a CBT framework
- Admitted patients to the adult partial hospitalization program through clinical interviewing, assessment and treatment planning
- Conducted case management for consistent 2 patient case load
- Provided individual and group therapy for adults struggling with Axis I and Axis II disorders
- Co-facilitated psycho-educational lectures on addiction, grief and loss, stress management, assertive communication, cognitive distortions and relapse prevention
- Presented cases in weekly clinical staffing to senior clinical staff and psychiatrists
- Maintained client progress notes for intensive review and continuity of care
- Collaborated with various outpatient community outreach services to support clients with transitions

Center on Halsted, Chicago, IL, July 2010- January 2011

Volunteer

- Served as volunteer for 2011 Out for Work Conference and representative of Center on Halsted
- Collaborated with staff members to develop a plan for SAGE (Services and Advocacy for GLBT Elders) patron access to the city of Chicago's Benefits Check-Up program
- Conducted Intake sessions to gain client information for the ACCESS program and SAGE database
- Connected with LGBT seniors through the SAGE lunch program to gather sense of needs and support

Professional Development

Alexian Brothers Behavioral Health Hospital, Hoffman Estates, IL, August 2012

- Received training and certification from the Crisis Prevention Institute on nonviolent crisis intervention; including, nonviolent verbal intervention, nonviolent physical intervention and restraint procedures
- Certified in cardiopulmonary resuscitation for infants, youths and adults from AMA

Community Health Center of Chicago, October 14-15, 2011

Participated in a two day, 12 hour, seminar on Mental Health First Aid

- Participated in lectures and exercises on best practices of mental health and first aid procedures
- Engaged in active learning about emotional, behavioral, and physical symptoms of illnesses such as depression, bipolar disorder, anxiety disorders, schizophrenia and substance use disorders
- Received certification as a mental health first aider

Community Outreach

- Volunteer, Dog Town, PAWS, 2010-Current
- Literacy Volunteer and Post-Secondary Mentor, V-Write Program, Open Books, 2011-Current

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