

NAME

Xxx 2nd Ave
Anytown, Anystate
(xxx) xxx-xxxx

EDUCATION

[with a long resume education often is the most important qualification you possess so it should be most visible be sure to include course work toward degrees too]

Any State University - M.A., 19xx

Graduate program for counseling professionals with the focus on career guidance

Any State University - B.A., 19xx

Traditional education in the behavioral science tract with a major in Psychology

CERTIFICATIONS

[list any professional certification your have earned, including date obtained and certification number]

Certified Guidance Counselor (CGC) – *[date obtained]*; certificate No. xxxxx

Licensed Social Worker (LSW) – *[date obtained]*, certification No. xxxxxxx

Arizona Community College Teaching Certificate – *[date obtained]*; certificate No xxxxxx

(list teaching fields: from the certificate)

AFFILIATIONS

[any organization you are a member of except where your religion, race or other personal information would be revealed]

National Association of Guidance Counselors

National Board Member, elected position, 1998 to 2000

National Awards Committee member, 2000, 2001, 2002

Treasurer, AZ. elected position, 1997 to present

National Counseling Association, member

Arizona School Counselor Association (ASCA), member

PROFESSIONAL EXPERIENCE

[the order of your experience will depend on the type of resume you are writing, for example with a qualification type of resume you may wish to have your most relevant job in the first position. Include at least 4 job duty entries for each job]

Any Community College,

Anytown, AZ

Counselor

- Provide career counseling for students and potential students
- Administer assessments to define goals; interest inventory, behavioral, personality
- Provide short term personal and crisis counseling for students
- Develop and teach various Counseling and Personal Development classes
- Provide Student Advisement to identify specific courses for degree completion

Any Community College

Anytown, AZ

Adjunct Instructor

- Prepare and instruct lesson plans for Anxiety Reduction Math Class
- Assist Math instructor in providing concepts toward a positive math experience
- Meet individually with students to assess their specific needs
- Maintain communication via phone or email with absent students to encourage class retention

Domestic Violence Center

Anytown, AZ

Job Coordinator

- Provide one to one career counseling with women survivors of Domestic Violence
- Develop and conduct Job Seeking Skills Training program, both group and individual
- Work with women to identify specific job goals
- Transport clients to job sites, Maricopa Skills Center, Department of Economic Security
- Support clients in applying for GED preparation and college courses

Insurance Educational Association

Anytown, CA

Instructor

- Teach component of the Disability Management process
- Prepare lecture materials
- Develop lesson plan
- Develop testing materials and submit grade to the IEA for distribution to the participants

Case Management Corporation

Anytown, AZ

Vocational Counselor

- Develop and implement Vocational Rehabilitation program for Phoenix office
- Train and supervise rehabilitation assistants
- Coordinate case activities and maintain accurate records/case notes
- Provide expert testimony on topic including labor market, employment potential, job analysis, and lost earning capacity calculations
- Travel multi-state to testify on legal issues related to cases
- Psychological testing and assessments to determine the aptitudes, interests, abilities and personality of individuals referred

State of Anywhere Bureau of Workers' Compensation (BWC)

Anytown, Anyplace

Rehabilitation Educational Counselor, Training Department

- Develop and implemented teaching programs to support employee growth
- Partner with Management throughout BWC to develop materials and classes for employee development, using a variety of teaching techniques
- Develop topics and recruit speaker for numerous professional conferences
- Provide outcome-focused facilitation for group meetings, by planning the meetings, assisting in outcome identification and summation of the sessions

Plan Review Specialist, Rehabilitation Department

- Provide oversight of 60+ private sector rehabilitation case managers who submitted plans for reimbursement on behalf of employers
- Meet with various groups including employer, union/management, and state representatives to discuss rehabilitation issues
- Participate in legislative hearing to obtain information on various agency issues
- Prepare reports and present obtained legislative information

Field Counselor/Case Manager, Rehabilitation Division

- Interview injured workers to determine eligibility, and develop rehabilitation plans
- Contact employers and physicians to obtain recommendations and establish ongoing information link
- Provide information of on-site services with Physician of Record and Injured Worker
- Select and administer appropriate testing to determine aptitudes, abilities, interests and personality of individuals referred for service
- Provide vocational counseling (career counseling) services to the workers
- Provide on-site Job Analysis at the employer's facility to determine worker to job fit and accommodation requirements
- Develop individualized Transitional Work Plans for the worker, and the employer including accommodations recommendations
- Contact employers to market Rehabilitation services and to obtain direct referrals
- Track cases from injury and eligibility to plan implementation, through closure

ADDITIONAL SKILLS

[list additional skills you possess that are not specifically identified in the experience section of your resume. Often this section is at the beginning of the resume]

Conference presentations on various topics
Seminar/Conference development (2x lead chair), (Ticket to Work seminar and any Rehabilitation Association Conference)
Grant/Request for Proposals (RFP) development both State and Federal
Group Facilitation
Training Program Development and Implementation
Leadership Experience
Computer experience: Microsoft Word, Microsoft Office, Excel, Power Point and others

CONFERENCES

[list any conferences you have attended, presented for and any other seminars where you have received additional training.]

- Ticket to Work Seminar, Chair April 24, 2001
Provide information on the Social Security Administrations plan to return to work people who receive Social Security Disability payments. Identifying the specific payment plans and the requirements of the service providers who will assist in the return to work programs.
- Natural Supports, Work and Recovery. November 18-19, 1999
Provide information and instruction in various subjects related to psychiatric issues in the workplace.
- Winning Brain Injury Cases: Legal and Medical Issues September 16-18, 1999
Provide information on the legal issues surrounding Post Concussion Syndrome or So-called Mild Traumatic Brain Injury (TBI) cases. The topics included Medical, Neuropsychological and Damage issues.