**Your Name**

525 West 120th Street • New York, NY 10027

212.678.3140 • careerservices@tc.edu

# EDUCATION

**Teachers College, Columbia University,** New York, NY

***Master of Education in Psychological Counseling, Mental Health Track,***

May 20xx

***Master of Arts in Counseling and Education,***

May 20xx

General Scholarship

**Private University,** Ann Arbor, MI

***Bachelor of Science in Psychology with Honors,*** May 20xx Summa Cum Laude

# CERTIFICATION

Eligible for New York State Mental Health Counselor License

# PROFESSIONAL DEVELOPMENT

***Systems Perspective to Working with Families,* Therapy Center,** New York, NY, September 20xx – December 20xx

***Basics of Applied Behavior Analysis,* Children’s Organization,** New York, NY, September 20xx

# RELATED EXPERIENCE

**Any Agency**, New York, NY

***Marriage and Family Therapist Trainee*** September 20xx – Present

* Provide individual, group, couples and family therapy for clients to improve interpersonal relationships and job performance
* Conduct phone intakes and refer clients to appropriate resources in order to address their needs
* Maintain progress notes for all clients to ensure proper documentation of session content and interventions
* Co-facilitate a domestic violence seminar for groups of at-risk youth at regular intervals to lower rates of recidivism and to increase school performance

**Any Agency,** New York, NY

***Afterschool Therapist*** September 20xx – May 20xx

* Conducted sensory and motor skill integration with children aged 3-9 with special needs, including severe emotional disturbances, autistic spectrum disorders and developmental delays to foster further development
* Incorporated activities such as gardening, art, and swimming to increase socialization and sensory awareness
* Processed acting-out behaviors with children to cultivate coping skills and promote verbalization
* Collaborated with special education teachers to increase consistency between the daytime classroom and the afterschool program and to provide comprehensive treatment to children

**Community Center,** Washington, D.C.

***Youth Substance Abuse Counselor*** July 20xx – July 20xx

* Conducted assessments to create individual treatment plans
* Worked with clients individually to support detox and to increase coping skills
* Facilitated community programs at the center to encourage socialization and peer support
* Designed and implemented substance abuse awareness programs in high schools to educate teenagers

# PROFESSIONAL EXPERIENCE

**Any University,** Washington, D.C.

***Teaching Assistant*** September 20xx – May 20xx

* Taught three introductory psychology courses to university freshman to expand students’ knowledge of the subject matter
* Collaborated with colleagues and professors in order to successfully follow a set curriculum
* Participated in weekly meetings with professor and other teaching assistants to discuss past lectures, review pending syllabus and prepare for upcoming classes

**ABC Resources,** Ann Arbor, MI

***Research Analyst*** September 20xx – May 20xx

* Formatted online surveys to obtain the most crucial patient satisfaction information
* Analyzed survey results providing statistical scores, charts and graphs to better understand strengths and weaknesses at the medical facility
* Developed customer satisfaction reports to inform medical faculty about what service areas need improvement

# VOLUNTEER EXPERIENCE

***Information and Referral Helpline Worker,* Any Organization,** Ann Arbor, MI, September 20xx – May 20xx

# PROFESSIONAL ASSOCIATIONS

***Vice President,* Psi Chi: The International Honor Society in Psychology,** Teachers College, Columbia University,

January 2013 – Present

American Psychological Association Phi Beta Kappa

Proficient in Microsoft Word, Excel, PowerPoint and SPSS