

# Rebecca Burnett

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## EDUCATION

**Montclair State University**, Montclair, NJ

MA in Counseling with a concentration in Higher Education/Student Affairs, May 2020

- GPA: 3.7, Chi Sigma Iota Counseling Honors Society

**Ithaca College**, Ithaca, NY

BS in Communications with a concentration in Film, Minor in Writing, May 2012

## REALTED EXPERIENCE

*Career Services Graduate Student Worker*, **Montclair State University**, Montclair, NJ 09/2018 – 06/2020

- Assisted undergraduate and graduate students with editing resumes and cover letters for internship opportunities and perspective jobs
- Worked with the Career Services Director to conduct career related workshops for undergraduate students
- Updated job boards and posted open job opportunities online through Symplicity
- Assisted in coordinating annual Mock Interview week for Education majors by producing mailers and creating interview schedules
- Collaborated with Career Services staff to organize, plan, and promote annual Educators' Exchange career fair through contact with tristate area schools' representatives and current students

*Career Services Assistant*, **The Institute of Culinary Education**, New York, NY 08/2015 – 01/2017

- Tracked student externship hours and updated student and alumni information using CampusVue CRM
- Interacted with employers in person, via telephone and email to obtain available employment opportunities
- Entered approximately 100 available job opportunities into CampusVue per week and closed outdated positions
- Recruited employers and oriented them on policies and procedures of externship program
- Organized and executed the career fair, compiled employer information, maintained attendee list, and organized employer materials

*Career Development Specialist*, **SetFocus LLC**, Parsippany, NJ 07/2013 – 05/2015

- Tracked resumes, professional profiles, portfolios, and job searches of current students/graduates in database
- Held weekly Career Development workshops for classes
- Developed, wrote, and updated PowerPoint presentations and scripts for present job searching tools for student workshops and for on-demand video library
- Researched and wrote weekly blog entries related to Career Development tools and materials
- Arranged Alumni speakers for company open house events and weekly Alumni conference calls

*Placement Advisor*, **The Chubb Institute**, Parsippany, NJ 09/2011 – 04/2012

- Assisted students and graduates with all aspects of their job search, including writing resumes, cover letters, and preparing for interviews
- Searched job boards and listings for open positions and submitted resumes on a daily basis
- Planned, organized, executed, and developed materials for a resume writing workshop for students

*Peer Career Advisor*, **Ithaca College Career Services**, Ithaca, NY 08/2011 – 12/2011

- Assisted students with writing resumes and cover letters, job and internship searches, and establishing career goals
- Conducted mock interviews with students

## PROFESSIONAL ORGANIZATIONS

American Counseling Association

## SKILLS

**Computer:** Microsoft Office including Word, PowerPoint, Outlook, OneNote, and Excel

**Contact Management Systems (CRM):** CampusVue, Goldmine, PlacePro, SharePoint

**Social Media:** Facebook, LinkedIn, Twitter

## **Lisa Smalls**

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### **EDUCATION**

**Montclair State University**, Montclair, NJ

MA in Counseling with a concentration in School Counseling, May 2021

BA in Family Science & Human Development, concentration in Family Services, Minor: Child Advocacy, May 2018

### **INTERNSHIP EXPERIENCE**

**Montclair High School**, Montclair, NJ

*School Counseling Intern*

September 2020- Present

- Assist students in grades 9-12 in their social/emotional/personal, academic, and career identities through individual and group meetings, and classroom presentations
- Work collaboratively with site supervisor, teachers, and administration to provide information and assistance where needed for ultimate benefit of the students
- Proficient use of Genesis for course scheduling and Naviance software for college and career planning
- Protect the privacy and confidentiality of all student information in accordance with school policy, state, and federal laws
- Abide by the professional school counseling ethics as advocated by the American School Counselor Association

### **RELATED EXPERIENCE**

**Wynona's House Child Advocacy Center**, Newark, NJ

*Student Intern*

January 2018- May 2018

- Observed the daily operations of the Children's Advocacy Center and the Forensic Video Interview process
- Shadowed the Victim Advocate and attended the monthly Multi- Disciplinary Meetings
- Interacted with the children and their non-offending care-givers on a daily basis
- Served as a support member in working with child-abuse victims by working with the community to develop and enhance services to child abuse victims and prevention programs

**Newark Beth Israel Medical Center, Children's Hospital of New Jersey**, Newark, NJ

*Child Life Department Volunteer*

March 2017- August 2017

- Helped families and patients ranging from newborns to 18 year olds cope through play, education, and self-expression, and provided emotional support for families
- Shadowed doctors and nurses in daily routines in the Pediatrics Department

**Childcare Provider**, Maplewood, NJ

*Age 4, 20 hours per week*

March 2015- August 2016

- Transported toddler from school and assisted with the evening tasks including providing a nutritious dinner
- Assisted in the education and development of the toddler by working on reading skills
- Supervised the indoor and outdoor activities of the child when engaging in safe, healthy activities

### **ADDITIONAL WORK HISTORY**

**Lerner's New York & Company**, Wayne, NJ

*Sales Associate/ Customer Representative*

April 2014- July 2016

- Generated sales while assisting in floor moves, merchandising, and display maintenance
- Followed brand operating standards and procedures and endorsed recognition programs and service values

### **SKILLS**

- *Computer*: Microsoft Excel, Microsoft Access, Genesis, Naviance
- *Languages*: Fluent in Spanish and conversational in French
- *Certifications*: CRP, AED, First Aid