

FirstName LastName

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SUMMARY OF QUALIFICATIONS

- Applied Suicide Intervention Skills Training (ASIST)
- Computer skills: PASW, SPSS, Adobe Reader, Microsoft Office
- Professional Skater's Association (PSA) Accredited Coach
- Conversational in Spanish
- Knowledge of youth, adult and multicultural populations through counseling, advising and coaching experience

EDUCATION

Bachelor of Science Psychology, Towson University, Towson, MD

May 20XX

- Double minor: Criminal Justice and Anthropology
- GPA: 3.67
- Honor Societies: Phi Kappa Phi Honor Society, Psi Chi National Honor Society in Psychology, National Society of Collegiate Scholars

COUNSELING AND ADVISING EXPERIENCE

Career Peer Advisor, The Career Center at Towson University, Towson, MD

Aug 20XX-Present

- Advise students regarding resumes and cover letters on a weekly basis
- Conduct "Overview of Services" workshops for classes and student groups
- Focus on active ways to engage multicultural student groups through event planning
- Extend vocational options for students by updating job and internship database

Recreational Assistant, Towson Autism Society, Towson, MD

May-Aug 20XX

- Facilitated group activities for children on the Autism spectrum
- Created schedules for over 20 game nights and field trips

Crisis Line Intern, Volunteer Counselor, Maryland Helpline Agency, Baltimore, MD

May 20XX- Feb 20XX

- Counseled couples and individuals over the phone, including those dealing with familial problems, abuse, diagnosed mental disorders, suicidal ideation, interpersonal and financial issues, and sexual identity and societal concerns
- Provided referrals to over 50 agencies within the community and created library database
- Attended continuing education meetings and training sessions hosted by licensed therapists
- Participated in data collection for a study by Columbia University regarding the effectiveness of ASIST for suicidal callers

Volunteer, Psycho-Socialization Volunteer Group, Baltimore, MD

Feb-May 20XX

- Socialized with groups of 25 psychiatric in-patients
- Led creative activities such as drawing, coloring, and playing games

RESEARCH EXPERIENCE

Research Assistant, Towson University Eating Disorder Lab, Towson, MD

Sept-Dec 20XX

- Contacted participants to check on their progress for the Body Image Partners Study
- Conducted tests to determine whether cognitive abilities of partners are correlated with eating disorder symptoms
- Presented research participation orientations to undergraduate students and answered questions

- Research Assistant, Towson University Diagnostic Lab, Towson, MD Jan-May 20XX
- Attended monthly data collection training sessions
 - Commuted to local elementary schools to handout and collect survey packages
 - Entered questionnaire data into SPSS for ongoing analysis

LEADERSHIP AND COACHING EXPERIENCE

- Group Ice Skating Coach, Silver Star Ice Arena, Baltimore, MD June 20XX-Present
- Lead basic skills classes for groups of 10 students aged three to 14
 - Design team games to enhance levels of skating skills
 - Conduct Learn to Skate tests and provide off-ice training sessions

- Member, Towson University Alpha Lambda Delta Co-ed Honors Fraternity, Towson, MD Nov 20XX-Present
- Engage in community services activities at Baltimore Children’s Hospital
 - Attend meetings for growth and promotion of the organization
 - Organize annual “Skate for Awareness” event to raise money for Baltimore Children’s Foundation and American Cancer Society
 - Generate ideas for charity events on Towson campus with other service organizations

- President, Towson University Figure Skating Team, Towson, MD Sept 20XX-Mar 20XX
- Coordinated recruitment activities for incoming freshmen
 - Worked with the Club Sports Office to make sure team was in good standing

CUSTOMER SERVICE EXPERIENCE

- Hostess, Hot Cakes Restaurant, Riverside, MD Apr -July 20XX
- Supported restaurant staff by increasing hostess customer service ratings by 25 percent
 - Resolved customer and server problems during waiting periods
 - Served as a Spanish-English translator for staff members
 - Received “Friendliest Friend Outstanding Customer Service Award” for 2009

- Customer Service Representative, Children’s Aid Foundation, Baltimore, MD June-Aug 20XX
- Monitored phone lines and donation database while providing customers with event information