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# CAREER COUNSELOR RESUME

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## Summary:

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A dynamic and results-oriented individual with proven years of experience in career-counseling and in providing people direction and advice; possesses creativity and has strong analytical skills essential in deciphering variables for development of academic and career objectives; effectively motivates, understands and relates with people of all socioeconomic backgrounds, race and culture; has excellent communication and writing skills; computer literate and has knowledge in computer-related programs and applications, can work under pressure without compromising results; possesses high physical and emotional energy to handle different issues and concerns .

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## Professional Experience:

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Human Resource Director August 2006 –Present  
Harris Professional Services, Inc., Orlando, FL

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## Responsibilities:

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- Developed career development programs for employees, training and workshops for managers and supervisors.
- Developed company rules and regulations and monitored its strict compliance.
- Headed the recruitment marketing team to facilitated recruitment of candidates in adherence to standards.
- Conceptualized employee activities to facilitate team building initiatives.

Career Counselor May 2003 – July 2006  
California State College, Sacramento, CA

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## Responsibilities:

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- Managed admission processes including determination of appropriateness and potential of candidates.
- Communicated with students and parents for career options.
- Monitored compliance of school policies, institutional policies, procedures and regulations.
- Addressed inquiries regarding career goals, student service, and educational programs.
- Offered workshops and provided career-related guidance.
- Planned and advertised career service programs in newsletters and school media boards.
- Facilitated group interactions and mentor programs.

Customer Service Associate May 1999- March 2003  
ASPAC Insurance, Long Beach California

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## Responsibilities:

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Career Counselor May 2003 – July 2006  
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## Education:

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1995- 1999 Masters Degree in Counseling  
University of California-Irvine, CA  
1991-1995 Bachelor's Degree in Education  
University of California-Irvine, CA

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## Skills:

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- Proficiency with MS Office Word, Excel PowerPoint and other business-related software
  - Excellent English communication and writing skills
  - Can work under pressure, empathic and can multi-task
  - Can Interact with different socio-economic backgrounds
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## Awards and Affiliations:

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Member, National Board for Certified Counselors

Member, American Counseling Association

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