
ELEMENTARY COUNSELOR RESUME

Summary:

An individual with a true desire for morale improvement; has extensive experience in responding to all sorts of student crises such as death of loved ones, racial and gender issues, inferiority complex, peer group conflicts through counseling; has conducted one-on-one sessions, group discussions and seminars on teamwork, conflict resolution and diversity; has the ability to link mental health perspective on curriculum development and academic support.

Professional Experience:

Trainee Counselor February 2006 – Present
Mary Gibbs School, CA

Responsibilities:

- Assisted the Guidance Counselor in her school duties.
- Participated in one-on-one interaction with kids involved in simple misconduct to help them change for the better and improve in school.
- Did clerical work and administrative filing.
- Point person in supplies handling and inventory.
- Assigned to handle home room assignments to promote programs of the Guidance Counselor's Office.

Librarian May 2004 – January 2006
Abbot Elementary School, CA

Responsibilities:

- Handled organization of library entries and promoted order in documentation.
- Maintained, monitored and documented inventory of all books, materials and equipment in the library.
- Served as a representative of institutions who extended grants and sponsorship for generation of books and other educational media.
- Created programs to enhance elementary kids' love for books, comprehension and learning.
- Kept track of library supplies and funding.

Elementary Teacher February 2002 – May 2004
Adams John Elementary School, CA

Responsibilities:

- Assisted the Guidance Counselor in her school duties.
- Participated in one-on-one interaction with kids involved in simple misconduct to help them change for the better and improve in school.
- Did clerical work and administrative filing.
- Point person in supplies handling and inventory.
- Assigned to handle home room assignments to promote programs of the Guidance Counselor's Office.

Librarian May 2004 – January 2006
Abbot Elementary School, CA

Education:

2000-2002 Masters Degree in Counseling
Northwestern University, IL
1996-2000 Bachelors Degree in Education specializing in Elementary Education
Northwestern University, IL

Skills:

- People-oriented and counseling skills
- Excellent written and oral communication skills
- Good leadership, motivational and management skills
- Presentation skills
- Proficient with MS Office

Professional Affiliation:

American Association of Christian Counselors, Member
American School Counselor Association, Member

[Build your Resume Now](#)