

# Kerry J. Doe

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**Objective** Seeking a full-time position as a high school guidance counselor.  
Willing to coach athletics or advise extracurricular activities.

**Education** **Saint Xavier University**, Chicago, IL  
Master of Arts, School Counseling, May 20xx  
Bachelor of Arts, Psychology, May 20xx

**License** Illinois Professional Educator License  
Endorsement: School Counselor

**Honors** Knudsen-Kempton Leadership Scholarship, 20xx-xx

**Activities** Orland Park Youth Center, 20xx-xx

- Community Events Liaison, 20xx-xx
- Coordinated the organization's annual food and clothing drives for charity.

**Skills** Software: GradeSource, Blackboard, Word, Excel, PowerPoint  
Language: Fluent in Polish, both verbal and written

## Related Experience

**Minooka Junior High School**, Minooka, IL  
Counseling Intern (8/xx-5/xx)

- Counseled students in grades 6 through 8, using cognitive behavioral, reality, and person-centered approaches, to address issues regarding depression, assertiveness, self-esteem, poor academic performance, and retention.
- Counseled numerous students in short-term crisis situations such as classroom behavior and bullying victim issues.
- Led boys, girls, and mixed groups each week on topics addressing social skills, academic issues, behavioral issues, conflict resolution, bullying, sexual harassment, assertiveness training, and transition to high school.
- Conducted a presentation for all students on social networking site issues such as cyber-bullying and predatory online relationships.
- Co-developed a five-week study skills curriculum for 8th grade, which included teaching and co-teaching numerous classes on organization, studying basics, the importance of education in meeting life goals, and learning styles.
- Teamed with teaching staff to communicate goals for special education students, obtain sign-off, and implement IEPs.
- Counseled students regularly in accordance with IEPs to meet specific goals.
- Participated in weekly school leadership team meetings to collaborate on school-wide initiatives such as student scheduling, school open house, student mentoring programs, and progress reports.
- Contributed to weekly teachers meetings on student classroom performance and behavior, providing input to target individual, group, and overall student counseling needs.

**Moraine Valley Community College**, Palos Hills, IL  
Writing Tutor (1/xx-5/xx)

- Assisted students individually with developing improved skills in composition writing.
- Conducted weekly group sessions to review basic rules for grammar, sentence structure, and paragraph formation.
- Reported the progress of students to instructors who referred them for services.

**Lemont High School**, Lemont, IL

Assistant Coach, Sophomore Girls' Basketball (10/xx-3/xx)

- Helped develop a program to refine student-athletes' physical conditioning, fundamental skills, and game strategies.
- Assisted the head coach with devising game plans for competition.
- Emphasized the value of team unity and proper sportsmanship.