

Renee' Taylor
27 Rachel Dr.
Nashua, NH 03060
603-555-1234
tay1234@abcd.com

OBJECTIVE

To obtain the position of School Counselor at XYZ School.

EDUCATION

Master of Education in School Counseling, Rivier College, Nashua, NH May 2008
GPA: 3.97

Bachelor of Science in Mathematics, Education Minor, Salem State College, Salem, MA 1977

INTERNSHIP EXPERIENCE

Intern, Hudson Memorial Middle School, Hudson, NH January, 2008 – May, 2008

Individual Counseling

- Counseled students in grades 6 through 8, using cognitive behavioral, reality, and person-centered approaches, to address depression, assertiveness issues, self-esteem, poor academic performance, and retention. Counseled student regularly in accordance with IEP to meet specific goals. Students met 50% - 75% of guidance goals in IEPs. Counseled numerous students in short-term crisis situations such as bullying victim or classroom behavior issues.

Group Counseling

- Led and co-led boys, girls and mixed groups weekly. Topics included social skills, academic issues, behavioral issues, bullying, sexual harassment, assertiveness training, and transition to high school.

Classroom Guidance

- Co-developed a Studying Skills curriculum for 6th grade. Over a 6-week period, taught and co-taught numerous classes on organization, studying basics, importance of education in meeting life goals, and learning styles.
- Co-developed and authored a Comprehensive Middle School Guidance Bullying Program. Taught and co-taught lesson plans on topics such as bullying defined, sexual harassment, school policy on reporting and discipline, role of the internet in bullying, how to handle bullies, and alternative behaviors for bullies.

School Teams

- Participated in weekly teachers meeting on student classroom performance and behavior, as input to target individual, group, and overall student counseling needs.
- Provided weekly input to school counselors department on initiatives such as development of counseling framework within the school, student 504 administration, and crisis plan development.
- 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.

Special Education and Section 504

- Researched student school records and test scores for input to SPED staff in determining appropriate coding.
- Worked with teaching staff to communicate student 504 goals, obtain signoff, and implementation of 504 plans.

PROFESSIONAL DEVELOPMENT

Membership in American School Counselor Association (ASCA)

Membership in New Hampshire School Counselor Association (NHSCA)

Special workshops:

- NHSCA sponsored workshop “Hidden differences in the Wiring of Young Minds: Implications for counseling and teaching kids” by Dr. Mel Levine, April, 2008
- Participating in research project with NHSCA members to derive primary data to show impact of school counseling programs on students
- Training on 504 and IDEA for Hudson, NH, School District, February, 2008

WORK EXPERIENCE

1994 – Present: Digital Equipment Corp/Compaq Computer Corporation/Hewlett Packard Corp:

Engineering and Business Manager

- Coached diverse group of 15-20 employees in career decisions and delivering products. Budgetary responsibility; hiring; team with diverse individuals and groups – marketing, engineering, documentation, testing to deliver products. Strong written and verbal communications practiced daily.

1984 – 1993: Digital Equipment Corp, Merrimack, NH: Software Engineer

1980 – 1984: Computervision Corp., Merrimack, NH : Software Test Engineer

VOLUNTEER WORK

2003 – Present: Taught 4th grade religious education, and followed up with substitute teaching and participation in 5th and 6th grade classes. Work required presenting various beliefs, and encouraging student thought and discussion in atmosphere of respect.

COMPUTER SKILLS

Proficient in using Microsoft Office Tools: Word, Excel, PowerPoint presentation

Knowledgeable in computer software and hardware technology and PC desktop management