

SAMPLE 1 – Clinical Counseling Resume

JOHN DOE SMITH, M.A., NCC

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EDUCATION

Master of Arts in Counseling, Concentration in Community Counseling

George Mason University, Fairfax, VA (June 2014)

Bachelor of Science in Psychology

Virginia Commonwealth University, Richmond, VA (May 2011)

LICENSURE/CERTIFICATIONS

National Certified Counselor

Counselor in Residence (VA) – completing supervision hours towards licensure

COUNSELING RELATED EXPERIENCE

Brighter Day Mental Health Center, Alexandria, VA., September 2014 – Present

Counseling Intern

- Counseling individuals and assisting in skill building for adults with severe and persistent mental illnesses, and those with co-occurring substance abuse/use disorders
- Co-Facilitated Therapy Groups: Symptom Management for Anxiety Disorders, Support Group for Women, and Support Group for Teenaged Parents
- Assisted clients with case management issues such as creating treatment plans, finding housing, job placement
- Consulted with supervisors, staff and other counseling interns regarding cases and resources
- Participated in bi-weekly trainings: Trauma, Bereavement, CBT, Treating Eating disorders

Prince William Crisis Center, Woodbridge, VA, January 2011 – July 2012

Mental Health Technician

- Provided guidance to runaway youth, parents and their families dealing with issues of running away
 - Implemented crisis intervention and mediation to help callers and their families
 - Completed 40 hour crisis-line certification training
 - Collaborated and consulted with full time clinician staff regarding crisis intervention and resource referrals
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PROFESSIONAL RELATED EXPERIENCE

Counseling Department, George Mason University, Fairfax, VA. September 2012- November 2013

Graduate Assistant

- Completed literature reviews and edited curriculum vitae, articles, and transcriptions for faculty
 - Assisted in statistical analysis using SPSS for faculty research
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PROFESSIONAL MEMBERSHIPS

American Counseling Association
American Mental Health Counselors Association
Chi Sigma Iota
National Board of Certified Counselors

SKILLS

- MBTI & Strong Interest Inventory
- Case Management
- SPSS
- Crisis Intervention & Mediation
- DBT & Social Skills Training
- Fluency in Spanish