

# Carl Counselor

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## EDUCATION

<b>M.A., Counseling Psychology</b>	Santa Clara University, Santa Clara, CA	20xx
<b>B.A., Psychology</b>	San Jose State University, San Jose, CA	20xx

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## COUNSELING AND ADVOCACY EXPERIENCE

**Therapist, MFTI**, Discovery Counseling Center, Morgan Hill, CA 20xx-Current

- Assess the needs of each client which includes interviewing the client and family; assessing, evaluating, securing, and determining needs and arranging contacts; working with community health, welfare, law enforcement and legal entities to connect services to clients.
- Request, screen and evaluate medical reports to verify that a Diagnostic and Statistical Manual diagnosis has been made, screen for evidence of grave disability, cognitive impairment, and for evidence of physical or other abuse.
- Prepare written and oral recommendation, letters, and evaluation and assessment information to inform requesting or referring party.
- Respond sensitively to social and psychological problems of emotionally disturbed, mentally ill, cognitively impaired, and/or physically disabled persons and family.
- Deal tactfully with persons with a variety of cultural, educational and occupational backgrounds while developing constructive and cooperative working relationships with others, and maintaining them over time with minimal guidance and supervision.
- Assess and diagnose using Diagnostic and Statistical Manual and treat clients with mental and emotional disorders, whether cognitive, affective, or behavioral.
- Manage confidential case files that include activities, progress notes, evaluations, and recommendations of sensitive information via Electronic Health Records.
- Apply various psychotherapeutic theories and techniques in the delivery of services to individuals, couples, and families for the purpose of treating social and psychological problems.

**Volunteer Counselor / Relief Staff Supervisor**, Royal Family Kids Camp, Santa Cruz, CA 20xx – 20xx

- Supervised 4 counselors organizing staffing schedules and delegating tasks.
- Kept constant communication lines open and stayed flexible working with little to no supervision.
- Received feedback from counselors and organized group activities for 40 children.
- Applied over 40 hours of training per year in areas such as: Abuse and neglect, behaviors to expect, warning signs, identifiers, how to be a safe mentor, behavior management without punishment.

**Graduate Assistant, Office for Multicultural Learning**, Santa Clara University, Santa Clara CA 20xx

- Managed calendar, correspondence, communication, assessment data and files and performed clerical and administrative duties as assigned with minimal supervision and guidance .
- Dealt sensitively with persons with a variety of cultural, educational and occupational backgrounds.
- Implemented and facilitated multiple projects utilizing skills to investigate, research, negotiate and evaluate the best use of assets.
- Facilitated a pilot discussion group and mentor program for Women of Color on campus.
- Recognized as flexible and adaptable with strong ability to solve problems, meet goals, and follow through.

## ADDITIONAL EXPERIENCE

**Dispatcher**, Fremont Police Department, Fremont, CA 20xx – 20xx

- Became familiar with Penal code, activity code and dispatch code.
- Monitored and coordinated police unit activity and assignments via police radio frequencies.
- Accessed and entered sensitive data in local/state/national databases as necessary for investigative purposes.
- Maintained appropriate security and confidentiality of information created in the performance of assigned duties.

**Seasonal Sales Professional**, Tiffany and Company, San Francisco, CA 20xx- 20xx

- Provided superior customer service to persons with a variety of cultural, educational and occupational and economic backgrounds.