

# JANE DOE

## CONTACT

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Proven communicator with a knack for creating supportive environments. Experienced crisis counselor with a passion for supporting women through difficult life circumstances.

## EDUCATION

**Master of Arts, Counseling**  
*School Counselor Track*  
Lindenwood University  
Expected December 2018

**Bachelor of Arts, Psychology**  
*Minor in Sociology*  
Southern Illinois University Edwardsville  
May 2015

## ACTIVITIES

**St. Charles Crisis Nursery**  
2017 - Present

- Supervise children ages 2-4 years
- Cook healthy meals for 5 children

**St. Louis Humane Society**  
2016 – Present

- Clean and sanitize kennels
- Assist in meet and greets

**Alpha Phi International Sorority**

- Formal Recruitment Chair, Fall 2017
- Alumni Relations Chair, Spring 2017

## PROFESSIONAL EXPERIENCE

**Missouri Baptist Children's Home**  
Intern

**Bridgeton, MO**  
June 2018 – Present

- Taught life skills course to 4 teen mothers in the Pregnancy Services Division
- Aided house parents with mentally ill clients to re-establish routines and introduce healthy habits
- Provided listening experiences for each girl

**St. Louis Crisis Nursery**  
Intern

**St. Louis, MO**  
Aug. 2017 – June 2018

- Received up to 10 crisis calls per day, giving the caller resources, safety plans, and validating their feelings
- Helped the developmental director by visiting, calling, or writing personalized letters to 10 St. Louis businesses per day informing them of fundraising opportunities

## WORK EXPERIENCE

**Lindenwood University**  
Community Advisor

**St. Charles, MO**  
March 2016 – Aug. 2016

- Monitored the well-being of 32 students while building personal connections with them
- Organized 2 events per semester of varying themes
- Facilitated multiple roommate conflicts and incidents in order to maintain a peaceful atmosphere

**Drury Inn & Suites**  
Kitchen Attendant/Hostess

**St. Charles, MO**  
Sep. 2015 – March 2016

- Prepared and served hot meals to 80-500 guests during events
- Bussed tables and cleaned dishes each night
- Assisted guests with any questions or concerns regarding food or restaurant needs

**Lindenwood Career Services**  
Student Worker

**St. Charles, MO**  
May 2015 – Aug. 2015

- Assisted in organization and implementation of Career and Internship fair for over 300 students
- Contacted more than 10 vendors for various services
- Provided feedback regarding students' resume and cover letters
- Posted and approved over 100 jobs in Handshake online job board each day