

## PROFESSIONAL SUMMARY

Adept bilingual school counselor offering 10 years of experience counseling students on mental health, academics, college guidance, crisis management and mediation. Success in helping students achieve educational goals, advocacy, and personal well-being while maintaining sensitivity to socioeconomic and cultural differences of all students. Driven to provide guidance on the social, emotional, and educational needs of the student in person and remote sessions.

## CERTIFICATIONS

New York State Bilingual Education (PPS/Admin) Permanent Extension 11/8/2018

New York State School Counselor Permanent Certificate 12/15/2017

## EDUCATION

**Bilingual Pupil Personnel Services Certificate:** Bilingual Education

**Touro College** - New York, NY 06/2018

**Master of Arts:** School Counseling

**Manhattan College** - Bronx, NY 05/2010

**Bachelor of Arts:** English

**Saint Mary's College of California** - Moraga, CA 05/2006

## PROFESSIONAL EXPERIENCE

### School Counselor

**LA SALLE ACADEMY** - New York, NY 10/2015 - 7/2020

- Supported caseload of 175 students grades 9-12th through individual and group counseling. Led students in cultivating goals and decision-making by developing coping strategies to address a broad range of academic and emotional issues. Collaboratively created and implemented academic and behavioral intervention plans for students with staff members and administration.
- Served as the PSAT Coordinator and Assistant SAT Coordinator. Oversaw testing preparation, coordination, and implementation for PSAT/NMSQT. Interpreted and summarized test scores with students and parents.
- Taught and coached incoming 9th grade students regarding high school expectations, bullying prevention, study skills, and stress management to ensure a smooth transition into high school.
- Facilitated individual counseling, CSE meetings, and test preparation for mandated I.E.P and 504 students with emotional and academic challenges. Translated during meetings for Spanish-speaking families.
- Orientated students, families, and school wide staff to Naviance during first year implementation. Gathered students' academic records, interests, financial needs, and wrote letters of recommendation. Guided students to research higher education, financial aid, NCAA qualifying process, and scholarship opportunities. Presented in large group settings to go over the college admission process. Planned and supervised college visits.
- On-campus Coordinator for two scholarship programs –Student Sponsor Program and NYC Archdiocese Be a Student's Friend/Inner-City Scholarship Fund. Supported 70 scholarship recipients to maintain academic requirements and recruited students to participate in college and career events with their scholarship program.
- Continued to support students and families via online platforms regarding academic and social emotional concerns. Monitored the social/personal development of students and their participation in remote learning.

**Graduation Success Initiative Academic Advisor**

**Kingsborough Community College - Brooklyn, NY**

10/2012 - 10/2015

- Facilitated small group seminars and individual advisory sessions, focusing on course selections, degree requirements, career goals, job hunting strategies, employment resources, financial aid, and opportunities at four-year colleges.
- Helped students with initial adjustment to university academic life and interpreted institutional policies and requirements. Directed students with referrals to academic support resources when needed.
- Encouraged, motivated, and supported students, who are largely non-traditional learners and career changers, in achieving graduation goals. Led more than 80% of students to successfully completing programs and receiving degrees.
- Operated online tools to track students' attendance, grades, and compliance with academic and activity requirements. Discussed students' success strategies and development of study skills.
- Evaluated students' records for program eligibility and updated students' files monthly. Scheduled students' attendance at seminars and career readiness workshops.

**Student Advisor**

**BRONXWORKS, Jill Chaifetz Transfer School - Bronx, NY**

08/2010 - 03/2012

- Advised up to 41 students from 16 to 18 years of age in a school designed to support over-age, under-credit students in securing high school diplomas.
- Reviewed students' academic records and calculated credits needed for graduation. Planned students' classes and Regents examinations.
- Counseled students in twice monthly individual sessions. Guided students in developing academic goals. Facilitated two daily support groups, which focused on strategies for coping with academic and social issues. Arranged classroom visits to observe struggling learners.
- Monitored students' academic performance and attendance. Prepared bimonthly student progress reports. Referred students to tutoring, college advising, career counseling, and community resources. Organized home visits and utilized bilingual skills to forge strong relationships with students and families.
- Coordinated discharge conferences with students and families and provided referrals to GED and young adult education programs. Participated in in-service education and agency meetings.

**PROFESSIONAL AFFILIATIONS**

American School Counselors Association (ASCA)- Member

Catholic Secondary School Counselors of NYC (CSSC-NYC)- President

New York State School Counselor Association (NYSSCA)- Member

New York State Association for College Admissions Counseling (NYSACAC)- Member

**SKILLS**

Language: Fluency of Spanish

**EDUCATIONAL TECHNOLOGY PROFICIENCIES**

- Microsoft Office Suite, SMART Boards, PowerSchool, NYC MySchools, Naviance, PlusPortals, Rediker, TADS, Proficient in Zoom and Google online platforms