

Danette Federal
1513 Grand Lane
Baltimore, MD 21238 US
(555)555-555
dfederal@students.towson.edu

Job Number: HHS-CVS-DE-/MEP-24-88888
Position: Specialist Manager (GS-1234)
Grade: GS 09-12

Availability: **Job Type:** permanent, term, detail, recent graduates
Work Schedule: full-time, part-time, job sharing, multiple schedules

Veteran Status: United States Navy Reservist

Desired locations: United States - DC
United States - MD

Education: **Towson University**, Towson, MD United States
Master of Arts 05/20XX
GPA: 3.5 of a maximum 4.0
Major: Counseling Psychology
Relevant Coursework, Licenses and Certifications:
Advanced Counseling Techniques; Community Mental Health Counseling;
Research Methods; Abnormal Psychology; Ethical, Legal, and Professional
Issues; Conflict Resolution; Therapy for Children and Adolescents; Career
Counseling; Family Counseling; Group Counseling

Towson University, Towson, MD United States
Bachelor of Science 05/20XX
GPA: 3.70 of a maximum 4.0
Major: Psychology **Minor:** Sociology **Honors:** *Cum Laude*
Relevant Coursework, Licenses and Certifications:
Human Biology; Sociology of the Family; Personality Theory; Health
Psychology; Cognitive Psychology; Development of the Child and
Adolescent; Industrial Psychology; Behavior Modification; Industrial
Psychology; Counseling Strategies; Social Psychology; Criminology;
Learning and Motivation; Childhood Disorders; Sociological Theory

**Work
Experience:**

Towson University Career Center
8000 York Road
Towson, MD 21252 United States

08/20XX – present

Hours per week: 20

Graduate Assistant

Duties, Accomplishments and Related Skills:

Meet with students one-on-one for career assistance, approximately 10 hours per week. Conduct appointments such as resume/cover letter review, mock interview, personal statement review, job/internship search strategies, and social media appointments. Maintain high levels of career-related knowledge through webinars and ongoing training. Research, develop, and plan events that assist students in their career development including the College of Liberal Arts Symposium and The “How-To’s” of Graduate School Series. Facilitate student engagement through satellite hours across campus and conduct on-the-spot resume/cover letter reviews with current Towson students. Review employer internship postings for compliance with the latest internship standards and communicate potential concerns to employers.

Supervisor: Corey Career (410-704-000), may be contacted.

United States Navy

123 Bay Drive
Virginia Beach, VA 2000 United States

04/20XX – 04/20XX

Hours per week: 40

Petty Officer Second Class, Riverine Squadron One

Duties, Accomplishments and Related Skills:

Served as warfare specialist and Riverine leader. Demonstrated professional knowledge necessary to effectively utilize equipment in high stress environments. Awarded sailor of the quarter in 2011 and nominated for sailor of the year in 2012. Served as the youngest, most junior Riverine Patrol Boat Captain and Instructor.

Supervisor: Gary Grayson (443-000-5500), may be contacted.

City Services Group

678 City Drive
Cityville, MD 21554 United States

03/20XX – 07/20XX

Hours per week: 20

Mental Health Direct Support Specialist

Duties, Accomplishments and Related Skills:

Developed treatment plans alongside clients, approximately once a month. Planned and facilitated relaxation therapy group including meditation, one hour, biweekly. Provided emotional support to clients with varying diagnoses such as bipolar, schizophrenia, and depression. Facilitated monthly treatment team meetings to assess the needs of assigned caseload.

Supervisor: Allison Ludgate (717-688-5555), may be contacted.

National Suicide Prevention Lifeline

601 South Queen Street
Baltimore, PA 21234 United States

01/20XX – 06/20XX

Hours per week: 8

Volunteer

Duties, Accomplishments and Related Skills:

Assisted callers in crisis using specialized listening techniques and suicide assessment skills. Addressed concerns ranging from suicide to loneliness, approximately nine calls weekly. Completed 15 interactive test scenarios and over 25 hours of course work.

Supervisor: Rachel Geller (717-666-5555), may be contacted.

Girl Scouts USA

14 Songbird Road
Rural, MD 20301 United States

06/20XX – 08/20XX

Hours per week: 40

Activities Specialist

Duties, Accomplishments and Related Skills:

Independently facilitated nine team building activities for children and adults including high ropes. Worked through feelings of homesickness and loneliness with campers.

Supervisor: Leslie Knope (777-676-3663), may be contacted.

Affiliations: American Counseling Association – Member
Maryland Career Development Association – Member
