

Karen Wang

999-999-9999 • xxxxx@gmail.com • Street Address • City, ST Zip Code

Mental Health Counselor

Compassionate, effective, and dedicated professional with proactive, service-driven approach reinforced by clinical experience. Keen understanding of diverse mental/emotional states and highly responsive to individuals' needs. Proven abilities in conducting counseling sessions, completing assessments, and leading informative classes and seminars. Positive and encouraging attitude combined with excellent interpersonal and verbal communication skills.

Counseling Services...Cognitive Behavioral Therapy (CBT)...Quality Assurance...Documentation
Crisis Intervention...Problem Resolution...Report Management...Client/Family Relations

Education

Master of Arts in Counseling, College Name, City, ST (2011)

Dean's List

Bachelor of Arts in Sociology, College Name, City, ST (2006)

Summa Cum Laude, Dean's List Award Recipient

Professional Highlights

- Worked within Company Name, providing counseling services to military members, couples, and families. Offered civilian perspective to military chaplains and delivered 348 direct clinical counseling hours and 155 clinical supervision hours.
- Successfully completed training and gained hands-on experience using Solution Focused Therapy (SFT), Bowenian Therapy, Emotionally Focused Therapy (EFT), and CBT. Attended Applied Suicide Intervention Skills Training (ASIST) seminar.
- Conducted suicide assessments and provided intervention when necessary; updated and maintained accurate and confidential documents. Organized and led educational parenting classes and coordinated/held marital enrichment and couple's communication seminars.
- Counselled staff on work issues/employee program matters, evaluated problems and created effective solutions, and ensured standards were consistently met.

Career Timeline

Company Name, City, ST Pastoral Counselor (Intern)	2010 to 2011
Company Name, City, ST Accounts Payable Clerk	2007 to 2009
Company Name, City, ST Office Manager/Administrative Assistant	2001 to 2002
Company Name, City, ST Accounting Clerk	2000 to 2001
Company Name, City, ST Administrative Secretary/Assistant	1997 to 2000

Additional experience as Unit Deployment Superintendent for Company Name

Professional Organizations & Community Activities

Member, American Counseling Association
Member, California Association of Licensed Professional Counselors
Mentor, Lunch Buddy School Program
Volunteer, Meals on Wheels

Computer Skills

Microsoft Office Word, Excel, Outlook, and PowerPoint

Sample Custom Resume by
iHire.com Certified Resume Writers
iHire.com/resumewritingservices.aspx