



Resume Sample - Graduate Student - Counseling

AUBURN UNIVERSITY CAREER CENTER
YOUR CAREER. OUR MISSION

303 Martin Hall | 334.844.4744 | auburn.edu/career

Susanne L. Blackmon

456 E. Glenn Ave, Apt 1 | Auburn, AL 36830
lblackmon@auburn.edu | (555) 555-9876

EDUCATION

PhD: *Counseling Psychology*

Auburn University, Auburn, AL

Relevant Coursework: Career Counseling, Lifespan Development, Personality Assessment

Anticipated May 2017

GPA: 3.9/4.0

MA: *Counseling and Student Personnel Psychology*

University of Minnesota- Twin Cities, Minneapolis, MN

May 2012

GPA: 3.7/4.0

BA: *English, Theater*

College of St. Benedict, St. Joseph, MN

Honors: President's Scholarship, Theater Scholarship, Dean's List

Study Abroad: *London, UK, Fall 2006*

May 2008

GPA: 3.5/4.0

RELEVANT EXPERIENCE

Teaching Assistant-First Year Seminar 1150: *Choosing A Major/Career*

Fall 2013

Auburn University: First Year Experience, Auburn, AL

- Teach a fall semester course for approximately 25 freshmen in the area of major/career exploration, resulting in all students deciding on a major by the end of the course.
- Orient students to Auburn University policy, culture, and expectations, offering support and guidance as students transition to college life.
- Engage students in exploration through a variety of activities and assignments, including class discussions and games, career inventories/assessments, written reflections, online and experiential research (informational interviews/job shadowing), and exams, culminating in a final presentation of chosen major and career path.

Graduate Assistant-Career Counseling

Aug. 2012-present

Auburn University Career Center, Auburn, AL

- Assist Auburn University students across varied colleges and majors to develop individualized career objectives as needed, approximately six hours/week.
- Utilize counseling skills as well as career development knowledge, including identifying research resources, crafting application materials, building a network, and other career exploration tools.
- Interpret Strong Interest Inventory, Focus, TypeFocus, and CareerBeam assessments.
- Staffed outreach and student events (including career expos) to promote career services and career opportunities.
- Presented workshops on career-specific topics to student groups and classes.

Graduate Assistant-Career Counseling

Aug. 2011-Jul. 2012

Career Center for Science and Engineering, U of MN-Twin Cities, Minneapolis, MN

- Offered career counseling to an ethnically diverse caseload of ten clients/week in the areas of career/major exploration, application materials review, practice interviewing, and job search strategies.
- Staffed office events such as freshman orientation and job fairs.
- Served on the University-wide job fair marketing committee by developing and implementing media marketing through Facebook, Twitter, and QR codes.
- Created resources and handouts to meet the needs of growing clientele of graduate and non-traditional students.
- Interpreted the Strong Interest Inventory, Myers-Briggs, and StrengthsQuests assessments.
- Developed specialized knowledge to address concerns unique to the science and engineering student population (including work visas, co-ops, and engineering student groups).

Margins: .50"

Name: Century Schoolbook 20 pt

Section Headings: Times New Roman 11 pt

Content: Times New Roman 11 pt



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ADDITIONAL HIGHER EDUCATION EXPERIENCE

Graduate Clinician/Practicum Student

Aug. 2013-present

Auburn University Student Counseling Center, Auburn, AL

- Facilitate 60+ hours of intake interviews and individual therapy sessions, drawing from CBT and existential theoretical orientations to encourage client growth and change.
- Utilize DSM-IV criteria for diagnostic and treatment planning purposes.
- Intentionally apply skills and insight developed in individual and group supervision, as well as didactic trainings, to client cases, while observing and reflecting on supervisors' and peers' unique perspectives and theoretical orientations.
- Develop professional case-writing skills and maintain electronic client records.
- Co-facilitate Understanding Self & Others weekly therapy group, encouraging member development through experiential group processes.

Intern/Practicum Student

Aug. 2011-May 2012

Bethel University Counseling Services, St. Paul, MN

- Provided personal therapy to a caseload of ten clients/week by applying counseling skills, theory, and research obtained in coursework to induce positive change in clients' lives.
- Built therapeutic relationships with clients through active listening, empathetic understanding, and collaborative goal formation.
- Participated in individual and group supervision, staff presentations, and intern training sessions each week, resulting in increased counselor competence.
- Maintained clients' files, charts, and other confidential material.

Mentor Violence Prevention Group Leader

Nov. 2011-May 2012

Bethel University Counseling Services, St. Paul, MN

- Co-facilitated a group of senior female psychology students to discuss and process violence against women topics within a safe environment using skills developed in Group Theory course.
- Focused on bystander training and social cohesion as preventative measures against sexual harassment and assault by promoting options to inaction and discouraging victim blaming.

PROGRAM COORDINATION

Job Shadow Program Coordinator

Aug. 2012-present

Auburn University Career Center, Auburn, AL

- Communicate with community professionals and Auburn students to create job shadow/networking opportunities.
- Maintain detailed records of past sponsor/student matches to reference for future participants.
- Effectively address students' and professionals' questions concerning job shadow procedures, resulting in increased use of the job shadow program and increased connections for students in the professional world.

Career Leadership Series Coordinator

Aug. 2012-Sept. 2012

Auburn University Career Center, Auburn, AL

- Coordinated a two-day workshop event featuring topics specific to career expo preparation.
- Organized presenters, catering, marketing, and media for event.
- Utilized student feedback to further develop program details, increasing student attendance.



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Practice Interview Day Coordinator

Dec. 2011-Feb. 2012

Career Center for Science and Engineering, U of MN-Twin Cities, Minneapolis, MN

- Contacted 25 employer volunteers to provide practice interviews for current students.
- Supervised and collaborated with a peer counselor to create marketing materials for event.
- Corresponded with volunteers and student participants on availability to build event schedule.
- Organized details for the day of the event at TCF Stadium, directing peer counselor, employers, and students to successfully complete over 90 practice interview sessions.

PROJECTS

Auburn University Career Center, Auburn, AL

Aug. 2012-present

Job Shadow Database

- Digitalize records of employer volunteers to Access database.

Presentations: Interviewing, Negotiating Job Offers, Applying to Grad School

- PowerPoint workshops created to meet classroom and student group presentation requests.

Career Center for Science and Engineering, U of MN- Twin Cities, Minneapolis, MN

Aug. 2011-Aug. 2012

Academic Job Search Guide- Handout created for PhD students pursuing positions in academia.

Resume Presentation- PowerPoint given at a workshop attended by 35 students in preparation for career fair.

Gap Year Guide- Handout created for students planning to take time off before graduate school or employment.

CV Guide- Handout created to guide students through the process of crafting a CV for careers in academia.

Professionalism Guide- Instructional handout created to support students in their first professional experience.

Careers in Technology for Liberal Arts Students- *partnered with College of Liberal Arts Career Services*

- Three month-long summer research project to gather information to better serve liberal arts students who want to work in the engineering industry.
- Researched professional organizations, interviewed career services professionals, ran reports in employer database, and surveyed 143 engineering employers.
- Culminated in a report that will be used to create website content, career binders, and handouts.

PUBLICATIONS & PRESENTATIONS

Pipes, R.; Puder, J.; **Black, S.**; Kerzin, E. Ethics and group supervision: Leaving the room.

APA Div. 29: Accepted
Jan. 2014

SOCIAL JUSTICE INVOLVEMENT

Mosaic Theater Company Member

May 2013-present

Auburn University Theater Department, Auburn, AL

- Perform original works of theater focusing on issues of diversity for campus events and organizations to promote awareness and social change.
- Devise performance pieces based on Playback and Theater of the Oppressed techniques, requiring openness, trust, and cohesion among eight diverse company members.

Intern

Aug. 2006-Dec. 2006

Cardboard Citizens Theater Company, London, UK

Acquired group leader techniques in Cardboard Citizens' psycho-drama groups consisting of London's homeless population, involving role plays, group collaboration in problem solving, and improvisation.

PROFESSIONAL AFFILIATIONS

- **APA- Student Affiliate** (American Psychological Association) **2013-present**
- **SAS** (Student Affiliates Div. 17- Counseling Psychology) **2013-present**
- **ACOPS** (Association of Counseling Psychology Students- Auburn University) **2012-present**