MARYLIN MONROE

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 **EDUCATION**

Southern Connecticut State University, *New Haven, CT*

**Master of Science, School Counseling**, May 2017, GPA: **4.0**

Southern Connecticut State University, *New Haven, CT*

**Bachelor of Arts, Psychology,** May 2015

GPA: **3.7**; *Magna Cum Laude Graduate; Dean’s list: All semesters; Phi Delta Kappa 2014*

## RELATED EXPERIENCE

Graduate Assistant, **Office of Academic and Career Advising**, August 2015-present

Southern Connecticut State University, *New Haven, CT*

* Meet with students individually to assist them in resume, job search, and cover letter help
* Led intense training for student workers to become a Career Peer, revising underclassmen resumes
* Update the department website with events, contact information, PowerPoints, and links
* Modernize department social media (Facebook, Twitter, Instagram)
* Assist Career Staff in the preparation for annual Career Fair and Majors Expo
* Coordinator for 20 volunteers for the annual Career Fair
* Present to 25 undecided new students during 5 orientations and reinforced the options for undeclared majors

Practicum (100 hours), **Guidance Department**, August-December 2016

East Haven High School,*East Haven, CT*

* Observed counseling meetings with DCF officers, special education teachers, and administrative staff
* Learned the process of IEP and 504 meetings by viewing a total of 20 sessions
* Developed lesson plans for grades 9 & 10 in career, bullying, and self-awareness
* Advanced user of College Board

­­­­­­­­­**LEADERSHIP**

**Habitat for Humanity,** Volunteer
*New Haven, CT,* May 2016

* Assisted students in the School Counseling Program with repairing two different houses
* Installed siding to one of the houses in conjunction with the other construction workers
* Expanded my appreciation for Habitat for Humanity, team building, and volunteer services

**Admissions Office,** Ambassador
Southern Connecticut State University, *New Haven*, CT January 2012-May 2014

* Led groups of up to 50 prospective students and families through campus tours and answered all inquiries
* Selected competitively to serve as 25 student representatives to help market the college

## GENERAL EXPERIENCE

Substitute Teacher, **Kelly Services**, November 2015-present

*New Haven County, CT*

* Collaborate with regular-education staff when stepping in for a paraprofessional
* Supervise students of all ages and abilities, serving as a head classroom teacher and paraprofessional
* Appropriately revamp any instruction, rule, or lesson when in the best interest for the students
* Ensure classroom management by setting rules and limits based on grade level and behavior

Childcare Provider, **Private Home**, May 2012-present

*New Haven County, CT*

* Full supervisory responsibilities over five children up to three at once, ages ranging from newborn to age 13
* Collaborate with other nannies during parties and events, including: birthday, New Year’s Eve, and weddings
* Responsible for driving children to extracurricular activities twice a week
* Plan and implement age-appropriate educational and engaging activities to help increase their math/reading skills