**Betsy L. Doe**

**Stratford, CT 06614**

**(122) 122-1222 • betsydoe@ymail.com**

**Executive Summary**

Highly motivated individual committed to helping students reach their personal, academic, and professional goals. Organized, self-starter with outstanding communication and interpersonal skills. Excellent at establishing rapport with students, families, and colleagues. Continuously striving to make sure each student has the equal opportunity to achieve academic success.

**Education**

**Southern Connecticut State University (SCSU)**, New Haven, CT, December 2016   
Bachelor of Science, **Major:** Psychology, **Minor**: Sociology

**Related Experience**

**Stratford Academy: Johnson House**, Stratford, CT  
Intern, January 2016-December 2016

* Direct supervision by School Psychologist during the completion of 900 working hours
* Collaborated with school counselor and other school personnel during IEP and 504 meetings
* Met with students in one-on-one settings and advocated for entering group counseling sessions
* Provided academic interventions to identify at-risk students
* Consult with staff and parents regarding students’ needs and interventions for support
* Communicated directly with parents, teachers, and administration on student progress
* Assisted school counselor with education placement for students using Naviance and teacher recommendations
* Helped to refer students for outside support based on progress, interventions, and consult with family

**General Experience**

**SCSU Academic and Career Advising Office,** New Haven, CT  
Student Worker, February 2013-December 2016

* Assisted with New Student Orientation, High School and Senior Citizen registration, and Transfer Student Orientation
* Attended Career Peer training to increase development in resume writing and critiquing to work with underclassmen on their documents
* Helped to set-up on-campus events, including: Career & Internship Fair, Major’s Expo, and Orientation
* Developed communication and interpersonal skills by welcoming all guests into the building and appropriately directing to correct destination

**Computer Skills**

* Proficient in PowerSchool, Naviance, Microsoft Word, PowerPoint, and Excel.