

**Name, M.Ed, LPC, NCC**

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### **OBJECTIVE**

To assist students holistic development through mentoring and counseling practices.

### **EDUCATION**

Clemson University, Clemson, SC

May 2011

**Master of Education in Clinical Mental Health**

Columbia International University

December 2006

**Bachelor of Science in Communications**

### **HIGHER EDUCATION EXPERIENCE**

**LeTourneau University**, Longview, TX

July 2015- Present

*Graduate Advisor/ Counselor*

- Provides advising services to 120 online master's students and 50 undergraduate psychology students
- Maintain all tasks/responsibilities for student load set by the Department Chair.
- Serve actively as a member of the graduate MFT/Counseling Team
- Perform daily operating tasks and responsibilities as assigned by the Department Chair.
- Monitor student degree plans and course schedules to ensure students remain in compliance with LETU policy
- Monitor each assigned student's academic progress, per Satisfactory Academic Progress guidelines and requirements
- Respond to all student inquiries within timeframes set by Department Chair
- Contribute to a positive and productive team atmosphere and working conditions
- Attend all required team meetings and trainings, adjusting schedule as necessary
- Deliver messages to students on behalf of university as needed
- Participate in ongoing department projects, or other special projects, as needed
- Represent the program at Preview Events, Recruiting Events, CEU, and other program and university activities to advance Marriage & Family Therapy/Counseling programs and students
- Study to be well versed in all LETU policies, including policy updates
- Remain solution-focused in all interactions with students and LETU team members, keeping in mind all LETU policies

**East Texas Baptist University**, Marshall, TX

Aug 2013- May 2015

*Student Development Specialist/ Counselor*

- Provided day-to-day office guidance and support to students in need of assistance with living, learning, and leadership experiences on campus.
- Managed student crisis situations with appropriate Student Affairs interventions and referred to campus resources, departments, and counseling services as required.
- Administrator for front desk reception, student associate hiring and training, budgetary issues, student records processing, and telecommunications.
- Assisted to advance the office philosophy of holistic student development through student engagement and counseling sessions.
- Developed collaborative campus partnerships in an effort to support student engagement and retention.

- Provided sound professional advice and encouragement to students about engaging in programs within Student Affairs.
- As assigned, work with Student Affairs staff to promote student engagement in Student Affairs programs and organize campus events to help foster a sense of campus community.
- Developed *Tigers Take 10*, a stress management program for students prior to finals each semester.
- Managed a case load of 15-20 college students meeting weekly or bi-weekly for 50 minute counseling sessions.
- Formulated and implemented therapeutic treatment plans, goals, and strategies for students.
- Collaborated with faculty, staff and coaches to provide preventative and intervention services for students.
- Advised and sponsored the Tigerette Dance Team Spring 2015
- Maintained and upheld East Texas Baptist University policies and procedures

**Clemson University Freshman Academic Programs, Clemson, SC**

June 2009 – May 2011

*Undergraduate Studies Graduate Assistant*

- Served as graduate assistant to the Early Success Program that supports 40 students each year.
- Academic advisor to conditionally admitted freshman
- Co-facilitated CU 101, University Success Skills, class aimed at assisting students with the transition into college
- Counsel up to 40 students a semester in life and academic transition
- Organize and co-lead ESP CU Outdoors weekend trips to locations such as: Clemson Outdoor Lab and Nantahala Outdoor Center
- Tutor and supervise study hall daily during Summer Session II
- Engaged students in diversity training exercises and learning experiences
- Assisted in Freshman Orientation and the Freshman Summer Reading Program
- Maintain and uphold Clemson University and ESP policies and procedures

**COUNSELING EXPERIENCE**

**Heartlight Ministries, Hallsville, TX**

June 2011- August 2013

*Counseling Staff LPC Intern- Therapeutic Boarding School*

- Managed a caseload of 12-13 adolescent clients, struggling with substance abuse, emotional issues, various mental disorders and family conflict.
- Facilitated weekly individual therapy sessions using CBT and Solution Focused techniques
- Facilitated family therapy using CBT and Family Systems Theory.
- Facilitated a weekly group for grief and trauma victims using Trauma Based CBT
- Facilitated counseling sessions for 2-5 couples during the Families in Crisis Conference per quarter
- Formulated therapeutic treatment plans, needs, goals, and strategies.
- Utilize the SOAP method of counseling documentations to write progress notes on clients
- Worked closely with parents and residential staff to help give guidance on how to best manage and relate to the client
- Organize clients travel itineraries and travel money for visits home and breaks
- Complete discharge papers and patient summaries

**Marshall Pickens Psychiatric Hospital, Greenville, SC**

May 2010- May 2011

*Intern – Adult & Adolescent Ward*

- Facilitated group and individual therapy sessions using CBT and Solution Focused techniques
- Facilitated family sessions, focusing on triggers, coping skills, and future oriented goals
- Conduct psychosocial assessments on new patients within 24 hours of admission

- Complete discharge papers and patient summaries
- Participate in treatment team meetings, discussing new and continued patients on the ward
- Utilize the SOAP method of counseling documentations to write progress notes on clients
- Assist in scheduling after care appointments and referrals
- Experience with dialectic behavioral techniques

**Heartlight Ministries, Hallsville, TX**

May 2007- September 2008

*Residential Counseling Staff- Therapeutic Boarding School*

- Mentored and counseled 8 troubled adolescent girls living in a residential facility
- Co-facilitated group sessions targeted toward psycho-educational learning and
- Wrote weekly progress notes which assisted the counselors in adapting treatment plans
- Worked closely with counselors to aid in treatment, using Reality therapy and CBT techniques
- Managed and administered medication
- Organized, lead and oversaw house outings and activities
- Planned and prepared meals
- Tutored and supervised study hall to ensure proper continuation of academic progress

### PROFESSIONAL PRESENTATIONS

**South Carolina Counseling Association Conference (Myrtle Beach, SC -Feb 2010):**

*Adolescents and Eating Disorders: How does the Media Affect Disordered Eating?* Rachel Olshine

### MEMBERSHIPS

American Counseling Association, <i>Member</i>	May 2010-Present
National Board of Certified Counselors, <i>Member</i>	May 2011-Present
Junior League of Longview, TX, <i>Member</i>	May 2014- Present

### QUALIFICATIONS

- Effectively communicate and relate to diverse multicultural groups
- Assess and develop a therapeutic treatment plan for clients
- Establish professional yet personal relationships with students
- Promote and follow ethical principles in the counseling setting
- Organize and spearhead work projects and events
- Academically advise students and support them in their student development
- Demonstrate initiative and follow through on projects and tasks
- Computer Skills: Microsoft Word, Excel, Power Point, Publisher