

## JANE SMITH

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### EDUCATION

The George Washington University, Washington, DC May 2016  
Master of Arts in Education and Human Development  
Field of Study: Clinical Mental Health Counseling

The College of William and Mary, Williamsburg, VA May 2014  
Bachelor of Arts in Psychology  
Minor: Art History

### COUNSELING EXPERIENCE

The Frost School Therapeutic Community Program, Rockville, MD May 2014 – December 2014  
*Clinical Intern*

- Conducted individual, group, and dyad counseling sessions with a population of 15 racially and ethnically diverse children with mood disorders, attention difficulties and severe behavioral problems using play therapy techniques
- Assisted in writing quarterly social-emotional updates for students to inform progress on therapeutic IEP goals
- Collaborated with other therapists in planning new social-emotional IEP goals for students based on behavioral data and observations
- Participated in intake interviews and reviewed case files to evaluate prospective new students for appropriateness in joining the program
- Conducted weekly group counseling sessions for families of students intended to provide emotional support and psychoeducation
- Planned and led interactive psychoeducational activities weekly for afternoon group meetings around social skills topics such as respect, empathy, and boundaries

Community Counseling Services Center, Washington, DC May 2014 – December 2014  
*Counseling Intern*

- Administered diagnostic assessments such as the Brief Symptom Inventory (BSI), Self-Directed Search, Schwartz Outcome Scale -10, Myers-Briggs Type Indicator and Strong Interest Inventory to support the development of appropriate treatment planning
- Provided weekly personal and career counseling sessions to adult clients experiencing depression, adjustment difficulties, job dissatisfaction, and family conflict
- Collaborated with clients to create personally relevant and realistic treatment goals
- Maintained organized treatment files for each client and developed detailed treatment plans based on diagnoses assigned using the DSM-V and client goals
- Participated in community outreach programs to bring awareness and education about mental health issues and provide referrals to appropriate services through depression screening events

### OTHER EXPERIENCE

Bacon Enterprises, McLean, VA May 2014 - Present  
*Executive Assistant*

- Compose general administrative memos, speeches, presentations, and other documents on behalf of executives
- Communicate with wide variety of individuals to organize event logistics and details for executive board meetings and company sponsored events
- Manage office scheduling, ordering office supplies, processing incoming mail, and other support projects including filing, archiving, and creating digital archives

DMA Group, Alexandria, VA

September 2014 – October 2014

*Intern*

- Developed reports on Congressional & House hearings communicating information related to policy creation and review to share with project management team
- Researched domestic policy issues, particularly in the areas of energy and finance, to provide team with background information which informed project strategy

Benefitfocus Inc., Charleston, SC

July 2011 – August 2011

*Intern*

- Organized and developed marketing for five company events serving clients and health insurance companies
- Edited video scripts for health insurance commercials and assisted with other small media projects

The American Continental Group, Washington, DC

May 2011 - July 2011

*Intern*

- Compiled information collected during Congressional hearings into reports to ensure that policy staff were informed of current events
- Conducted legislative research on energy and health care related policies/legislation and provided weekly reports which were delivered to the firm partners

## **VOLUNTEER ACTIVITIES**

Undergraduate Research, The College of William & Mary

August 2013 – May 2014

*Student Researcher*

- Interviewed 4-6 participants weekly to collect data for a research study conducted by psychology faculty
- Coded and analyzed data through Excel and SPSS to identify potential results

Branch Out: Students Helping Honduras, The College of William & Mary

August 2012 – May 2013

*Team member*

- Traveled to El Progreso, Honduras, for ten days to build educational facilities and teach English to community members
- Participated in and organized fundraisers to meet budget required for travel
- Collaborated with a team of students to determine attainable goals to execute when in Honduras and plan a detailed itinerary for the duration of the trip

Good Shepherd Housing & Family Services, Alexandria, VA

May 2009 – June 2009

*Volunteer*

- Conducted client intake interviews to assess social services needs using structured intake forms and standard mental health assessments
- Updated client databases to ensure client records contained accurate and up-to-date information

## **SKILLS**

Proficient in Titanium Scheduling Software

Proficient in SPSS

## **LEADERSHIP & ASSOCIATIONS**

- Order of the Omega, Greek Leadership Honor Society, Member
- Psi Chi, International Honor Society in Psychology, Member
- American Psychological Association, Member
- William & Mary Women's Leadership Program, Member
- William & Mary Undergraduate Student Congress, Sophomore, Junior & Senior Class Representative
- Chi Sigma Iota, International Honor Society of Professional Counseling, Vice President
- American Counseling Association, Member