

Sample CAS Resume

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OBJECTIVE

A position in residence life or student activities where I can apply my advising, counseling, and program planning skills.

EDUCATION

- 2002 **Master of Education in Higher Education Administration** candidate
Suffolk University, Boston, MA
- 1995 **Bachelor of Arts, Psychology Major**
University of Massachusetts, Amherst, MA

EXPERIENCE

- 1997 – 2000 **Organizational Advisor and Trainer**
Office of Student Activities, Suffolk University, Boston, MA, providing organizational development, training, and event planning to more than 50 student organizations.
- Planned and implemented all aspects of a year-long Leadership Training Program and Leadership Retreat, as a member of the Leadership Training Team.
 - Designed and presented training in leadership skills, team building, and effective meetings
 - Used an organizational development approach to advise student organizations in goal setting, budgeting, program planning, policy development, and conflict resolution.
- 1995 – 1997 **Director of Volunteers**
Massachusetts Mental Health Center, Boston, MA
- Recruited, interviewed, trained, and supervised more than 200 college student volunteers in eighteen hospital programs.
 - Designed and implemented a volunteer training program, organized educational lectures, and led volunteer discussion groups.
- 1993 – 1995 **Group and Individual Counselor**
Schiff Day Treatment Center, Cambridge, MA, a day hospital providing individual and group psychotherapy to 30 mentally ill adults.
- Planned curricula and facilitated 10 weekly therapy groups in life skills training and the expressive arts.
 - Provided ongoing counseling to a caseload of individual clients.

MEMBERSHIPS

National Association of School Personnel Administrators

COMMUNITY SERVICE

Aids Action Committee hotline volunteer, 1997-present

LANGUAGES

Fluent in Spanish.