Professional Résumé

Michelle L. Mascera, M.A.

201-452-4260, 5 Rall Ct, Roseland, NJ 07068

**Education**

2013 M.A. in SCHOOL COUNSELING Cumulative GPA – 3.75

Montclair State University

Montclair, NJ

2011 B.S. in COUNSELING AND HUMAN SERVICES Cumulative GPA – 3.6

The University of Scranton

Scranton, PA

**Certifications**

2013-present SCHOOL COUNSELOR

New Jersey State Department of Education

2011-presentSUBSTITUTE TEACHER

New Jersey State Department of Education

2011-present American Red Cross FIRST AID/CPR/AED

**Clinical Experience**

September, 2012 – May, 2013

GUIDANCE DEPARTMENT INTERN

West Essex Regional High School

North Caldwell, NJ

* Maintained a caseload of clients for individual counseling sessions
* Led classroom guidance units for the high school students on various topics including the Common Application, Naviance and senior anxiety
* Ran group counseling sessions while getting feedback from supervisors
* Updated my knowledge on current computer programs necessary for college planning such as Genesis and Naviance

May, 2012 – September, 2012

INTERN

Medallion Care Behavioral Health

Clifton, NJ

* Maintained a caseload of patients for individual counseling sessions whom had different psychiatric disorders including schizophrenia, bipolar disorder and substance abuse
* Led group counseling sessions on different topics weekly including psycho-educational groups, anxiety and past abuse groups
* Managed case files in accordance to the patients and their diagnoses

January, 2011 – May, 2011

INTERN

Valley View Middle School

Archbald, PA

* Observed sessions dealing with individualized education plans, developmental disabilities and cognitive disabilities
* Administered assessments to the students in sixth, seventh, and eighth grades
* Managed a caseload of gifted students that had interest in career planning

August, 2011 – January, 2011

INTERN

Hospice Community Care

Dunmore, PA

* Managed various cases concerning patients in the Hospice In-Patient Unit and/or patients under Hospice Home Health Care
* Worked in the nurses station in the IPU and attended site visits in different health care centers
* Performed home visits for patients who were too ill to leave their house while creating the most comfortable atmosphere as circumstances warranted

**Professional Employment**

September, 2013 – present

INSTRUCTIONAL AIDE / PART-TIME MENTOR PROGRAM COUNSELOR

West Orange Board of Education, Roosevelt Middle School

West Orange, NJ

* In-class support for students with Individualized Education Plans (IEP), 504 plans, and behavioral plans
* Collaborating with the teacher to accommodate those specific students while focusing on the well-being of the students in my class
* Part of the mentoring program for specific students who need extra counseling for behavioral, social, emotional or mental related issues. Individually I meet with students as needed to promote a safe environment at Roosevelt Middle School while attending to their direct needs.

May, 2012 – August, 2013

PRIVATE CHILD CARE PROVIDER

West Orange, NJ

* Establish a safe and supportive environment
* Attend to physical and emotional needs
* Model and encourage positive behavior
* Mentor/tutor as needed

May, 2011 – February, 2012

SALES ASSOCIATE

Gap, Inc.

Short Hills, NJ

* Answered phones
* Managed cash registers
* Excelled in customer service
* Established working relationships with customers

**Honors and Awards**

* Dean’s List (2007-2011, 2011-2013)
* Chi Sigma Iota Counseling Honor Society (2011-2013)
* Xavier Scholarship (2007-2011)

**Service**

* Taught Catholic school for kindergarteners’ (2009-2012)
* United Neighborhood Center Volunteer (2009-2011)
* St. Thomas Aquinas Soup Kitchen Volunteer (2009-2011)

**Technology Competencies**

* Blackboard online collaborative course management system
* Naviance: College and Career Readiness Solutions
* Genesis Educational Services
* MAC Operating System X
* Microsoft Excel, Powerpoint, Word

**References**

Available upon request