JANICE BASKIN

6 Alberta Drive Marlboro, New Jersey 999-999-9999 000-000-0000 Janbaskin@xyz.com

Objective: An interesting position as Career counselor with a leading counseling

firm.

Experience: Hodson Business and Career Services Marlboro, New Jersey **Counselor** 2007 to Present

• Counseled individuals and provided group educational and vocational guidance services.

- Collected, organized and analyzed information through records, tests, interviews and professional sources.
- Appraised interests, aptitudes and personality characteristics for vocational and educational planning.
- Compiled occupational, educational and economic information to aid counselors in carrying out vocational and educational objectives.
- Referred students to placement service.
- Assisted individuals to understand and overcome social and emotional problems.
- Engaged in research and follow-up activities in order to evaluate counseling techniques.
- Taught classes.

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Jamesburg High School Jamesburg, New Jersey
Business Education Teacher & Facilitator 2006 to present
of Co-Op Program

Freehold Township Public Schools Freehold, New Jersey **Adult Education Teacher** 2003 to 2005

Education: Rutgers University New York

Graduate Studies, Career and Vocational Counseling, 2007

Rider University, Lawrenceville, New Jersey
MA in Counseling Services 2005

City University of New York, Baruch College New York **Bachelor of Science in Education** 2003

References: Available upon request