## 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

Business Education Teacher & Facilitator
of Co-Op Program

Jamesburg, New Jersey
2006 to present

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

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**References:** Available upon request