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

Counselor

Marlboro, New Jersey 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 of Co-Op Program

2006 to present

Freehold Township Public Schools

Freehold, New Jersey

Adult Education Teacher

2003 to 2005

Education:

Rutgers University

Graduate Studies, Career and Vocational Counseling,

New York 2007

Rider University, Lawrenceville,

New Jersey

MA in Counseling Services

2005

City University of New York, Baruch College

New York

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Bachelor of Science in Education

2003

References: Available upon request