

Candice R. Leeper

xxxxxxxxx@stevenson.edu

443-xxx-xxxx

1234 xxxxx Lane

Education:

Stevenson University, Stevenson, MD

Bachelor of Science: Counseling and Human Services, May 20xx

GPA: 3.795/4.0 Honors: Magna Cum Laude, Dean's List (Fall 20xx-Spring 20xx)

Certifications:

- Pending: Human Services- Board Certified Practitioner. (HS-BCP)
- College Reading and Learning Association- Level 1 tutoring certification
- College Reading and Learning Association- Level 2 tutoring certification

Relevant Courses:

Invitation to Family Studies

Children & Family Law

Contemporary Social Problems

Diversity in Life Styles

Children & Youth Services

Intercultural Communication

Group Process & Practice

Sign Language

Professional Ethics

Professional Work Experience:

Program Aide, Kennedy Krieger High School, Baltimore, MD (May 20xx-Present)

- Work one-on-one with a student with disabilities
- Instruct students of various abilities with academic activities
- Interact with students according to their behavior protocols and practice classroom management

Intern (450 hours), Kennedy Krieger High School, Baltimore, MD (January 20xx-May 20xx)

- Explored and evaluated vocational choices with students
- Interviewed students as a part of the transition process of their IEP and participated in IEP meetings
- Supported transition specialists in connecting families with adult service agencies

Additional Work Experience:

Receptionist, Stevenson University, Stevenson, MD, August 20xx-May 20xx

Office Assistant, Stevenson University Athletic Department, Stevenson, MD, August 20xx-December 20xx

Event Coordinator, Denean's Party By Design, Catonsville, MD, January 20xx-Present

Computer Skills:

Microsoft Word, Excel, and PowerPoint

School Activities:

President, Human Services Club, Stevenson University, December 20xx-January 20xx

Coordinator, Mustang Crew, Stevenson University, August 20xx-May 20xx

Special Awards and Honors:

Member, Sigma Alpha Pi- National Society of Leadership and Success, Spring 20xx

Member, Tau Upsilon Alpha- Human Services Honor Society, April 20xx