

SAMPLE RESUME

JAMES PEARL

121 Ninth Street

Santa Ana, CA 92309

(714) 555-5555 email: jpearl@yahoo.com

OBJECTIVE To obtain a trainee position in a counseling setting

EDUCATION

MS in Counseling California State University, Fullerton, CA
Expected graduation date May 2010

BA in Psychology University of Alabama, Birmingham, Alabama
May 2005 (Cum Laude)

AA Liberal Studies Mount San Antonio College, Walnut, CA
June 2001

EXPERIENCE

Case Manager, Tri-City Mental Health, Pomona, California
September 2005 to Present

- Provide case management services to chronically mentally ill clients
- Coordinate the planning, writing and presentation of a counseling project at an international conference (ACA)
- Assist in multicultural training activities

A.T.M. Controller, Bank of America, El Monte, CA
June 2000 to August 2005

- Balanced daily transactions against cash and checks using a computer
- Supervised 10-12 people for efficient teamwork and optimal customer service
- Microfilmed transactions, restructured systems to increase efficiency

SKILLS

- Proficient in Microsoft Office
- Bilingual Spanish – able to speak, read and write fluently

PROFESSIONAL AFFILIATIONS

- Student member of the California Association of Marriage and Family Therapists (CAMFT) and the American Counseling Association (ACA)
- Active in the Graduate Counseling Student Association (GCSA) at CSUF

REFERENCES PROVIDED UPON REQUEST