

# Marie Masters

Phone number

Email address

Address, City, Province, Postal code

Portfolio, blog, website, LinkedIn (optional)

## Summary of Qualifications

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- Master's Degree in Education (Educational Counselling) from the University of Ottawa
- Over 2 years' personal counseling-related experience
- Two years of career counseling-related experience and over 3 years of teaching/tutoring/mentoring
- Experience in brief therapy model, current counselling theories and practices
- Experience in working in emotionally challenging environments and crisis situations
- Proven ability to work both independently and as part of a team by working as a teacher
- Excellent organizational, time management and multitasking skills, as demonstrated by organizing weekly workshops as an intern counsellor
- Certified member of the Canadian Counselling Association (CCA)
- Excellent knowledge of Microsoft Word, PowerPoint, Excel, Windows and Internet research
- Fluently bilingual in both official languages

## Counselling Experience

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### Career Counsellor

*year-present*

### Volunteer Career Counsellor

*year-year*

Organization, City, Province

- Conducted individual consultations regarding career and education information, career development and job search strategies with undergraduates, graduate students and alumni
- Conducted resume and cover letter critiques as well as interview simulations in order to help student achieve their career goals
- Documented and maintained accurate and confidential client case notes to facilitate follow-up with clients
- Counselling students on how to improve their academic performance by discussing time management, stress, exam anxiety, procrastination, exam preparation, note-taking and effective reading
- Mentored students in order to contribute to their academic, personal and professional success

### Children and Youth Counsellor

*year-year*

Organization, City, Province

- Evaluated and assessed all requests for services for children and youth aged 6-18 years and their families, providing referrals to internal and external agencies
- Conducted short-term and crisis counselling with youth and families
- Advocated on behalf of the individual/family in order to ensure clients receive community support
- Co-facilitated a monthly children's separation and divorce support group

### Vocational Rehabilitation Counsellor / Case Manager

*year*

Organization, City, Province

- Monitored clients participating in labour market re-entry activities in Eastern Ontario
- Provided services to adults who have disabilities and are challenged by employment barriers
- Counselling clients and accessed programs to reduce employment barriers and prepared individuals for gainful employment
- Analyzed psychometric test results and work style questionnaires to identify suitable career options
- Conducted personal interviews for transferable skills analysis and vocational assessments
- Completed research and documentation on external services to ensure service quality and cost effectiveness

### Intern Counsellor

*year-year*

Organization, City, Province

- Conducted short-term and long-term individual, family and couple counselling sessions with clients
- Co-facilitated two weekly women's groups – "Coping with change" and "Assertiveness training"
- Conducted individual counselling sessions with high school students and co-facilitated a "Healthy Living" group at St. George Catholic high school

## Teaching Experience

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### Geography and Physical Education Teacher – practicums

Organization, City, Province

month – month year

Organization, City, Province

month – month year

- Taught geography to Grades 10-12 and physical education, Grades 9-11
- Improved interactivity with students by assisting the teacher in developing and implementing lesson plans using SMART Board
- Created and organized Geography Week activities in order to raise student awareness on climate change
- Developed excellent leadership skills by coaching the boys senior basketball team

### Research Assistant

year – year

Organization, City, Province

- Completed a research project on integrating children with Attention-Deficit Hyperactivity Disorder (ADHD) into regular classrooms by analysing results from various academic studies
- Wrote a reference document currently used by teachers in the Ottawa-Carleton District School Board:  
*Children with ADHD (year)*

### Tutor

year – year

Organization, City, Province

- Devised interactive and diverse ways of helping recently immigrated students learn English
- Followed students' progress by creating monthly evaluations and by ensuring open communication with the parents

## Education

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Master's in Education, Educational Counselling

year

Baccalaureate in Education, Junior / Intermediate division *Cum Laude*

year

Baccalaureate in Arts, Honours Co-op, Communications *Magna Cum Laude*

year

University of Ottawa, ON

## Professional Development

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Applied Suicide Intervention Skills Training (ASIST)

year

Organization, City, Province

Child Assault Prevention project (CAP)

year

Organization, City, Province

- Completed 5-day training on a school-based violence prevention education program for elementary school-aged children that addressed sexual assault by a known adult, bullying and stranger assault.

## Scholarships and Achievements

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- Graduated M.Ed. program with GPA of 9.0
- Awarded \$1000 merit scholarship for GPA in the Faculty of Arts, University of Ottawa, ON

year

year

## Interests

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- Travelled to Latin America, Europe, Australia and New Zealand
- Strong interest in basketball, volleyball, hiking and track and field
- Completed grade 8 piano examination