

# Jane Student

2500 E. Nutwood Ave  
Fullerton, CA

714-555-5555  
jane.student@hiu.edu

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## EDUCATION

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- Master of Art, Marriage and Family Therapy** June 2010  
Hope International University, Fullerton, CA
- Bachelor of Arts, Liberal Studies** May 2006  
*Concentration: Sociology, Minor: Sociology*  
ABC University, Thousand Oaks, CA

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## CLINICAL EXPERIENCE

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- Registered MFT Intern** May 2008-Present  
Hope Counseling Center, Orange, CA
- Areas of Interest and clinical experience: Anxiety, depression, adult child issues, divorce recovery, grief work, exploration of family of origin issues, adolescents.
- Caregivers Retreat** April 2000  
St. Joseph's Hospital, Orange, CA
- Attend various seminars to gain information on being a caregiver for elderly adults, gaining information that can be used when dealing with geriatric patients.
- Small Group Leader, Divorce Recovery Workshop** October 1994-October 1996  
St. Andrew's Presbyterian Church, Newport Beach, CA
- Interact with and support people who were recently separated or divorced, make phone calls in between weekly small group sessions to offer support.

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## WORK EXPERIENCE

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- Assistant Director of Program** May 2008-Present  
Hope International University, Fullerton, CA
- Assist students entering School of Graduate and Professional Studies with registering for classes, scheduling entrance interviews, review transcripts and student files, administrative duties.
- Cashier** October 2007-October 2008  
Borders Books, Yorba Linda, CA
- Complete sales transactions and assist customers in locating books and merchandise.
- Pet Care Specialist** October 2006-October 2007  
PetSmart, Brea, CA
- Provide care for pet guests (dogs and cats), various cleaning duties.
- Sales Process Representative** July 2001-October 2006  
Beckman Coulter Inc., Brea, CA
- Evaluate contracts for financial viability and accuracy.
  - Review post-sale documentation and pre-book incoming sales orders.
  - Assist in training of new field sales reps on coming policies and guidelines.
- Buyer** July 1999-February 2001  
Markland Industries, Santa Ana, CA
- Procurement of raw material, hardware and accessories to support customer requirements for Harley Davidson and Kawasaki motorcycles.
- Buyer/Planner** January 1989-July 1999  
Parker Hannifin Aerospace, Irvine, CA
- Procurement of machined parts, chemicals and compounds to support military and government programs.

- Processed purchased orders and reconciled follow-up reports.

## TECHNICAL TRAINING

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### Computers:

Proficient in Excel, Microsoft Word, Lotus Notes, Microsoft Outlook, PowerPoint, Microsoft Access, CampusVue

## HONORS

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<b>Dean's Honor Roll</b>	2004-2006
ABC University, Thousand Oaks, Ca	
<b>Beckman Coulter Circle of Excellence Award</b>	May 2004
Beckman Coulter Inc., Brea, CA	
<b>PetSmart Employee of the Month</b>	May 2001
PetSmart, Brea, CA	

## SEMINARS

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<b>Evolution of Psychology</b>	June 2015
ABC University, Anaheim, CA	
<b>Women of Faith Leadership Seminar</b>	September 2014
Christian Church, Brea, CA	
<b>Transcending Turmoil</b>	June 2014
Christian Church, Brea, CA	
<b>Dealing with Couples and Affairs</b>	December 2013
Hope International University, Anaheim, CA	
<b>Prepare and Enrich</b>	November 2013
Hope International University, Anaheim, CA	
<b>How to Run a Successful Private Practice</b>	February 2013
Hope Counseling Center, Orange, CA	
<b>The Road to Licensure and Beyond</b>	November 2012
Hope International University, Anaheim, CA	
<b>Child Abuse Seminar (Facilitator)</b>	September 2012
Hope International University, Anaheim, CA	
<b>Anxiety and Depression Boot Camp</b>	July 2012
XYZ Organization, Huntington Beach, CA	

## RESEARCH INTEREST

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Adult Children of Alcoholics  
 Divorce Care and Recovery  
 Special Needs Children  
 Sexual Abuse  
 Grief  
 Third Culture Children  
 Eating Disorders  
 Self-Esteem

## PROFESSIONAL MEMBERSHIPS

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American Psychological Association  
 Western Psychological Association

## FUTURE GOALS

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Private Practice as a Marriage and Family Therapist

## REFERENCES

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**Joe Smith**

Dean of Psychology  
Hope International University  
805-555-5555  
joe.smith@email.com

**Jane Smith**

Clinical Psychologist  
Jane Smith Family Practice  
661-555-5555  
jane.smith@email.com

**Joe Doe**

Marriage and Family Therapist  
Joe Doe Marriage and Family Therapy Office  
714-555-5555  
joe.doe@email.com