**NO EXPERIENCE RESUME FOR ACADEMIC ADVISOR**

Felicity Weeks

City, State, Zip Code

Home: 000-000-0000

Cell: 000-000-0000

email@email.com

**Professional Summary**

Dedicated professional with strong background in the helping professions. Experience in counseling high school students on issues such as college planning job search strategies career development and personal issues – all topics that lend themselves to the position of Academic Advisor.

**Core Qualifications**

* School Counseling
* Academic Advising
* Career Development
* Counseling Methods
* Adolescent Development
* Compassionate
* Communication and Listening Skills

**Education**

Master of Arts – Human Resources 20XX

University Name City, State

**Work Experience**

**Day Camp Counselor7/1/20XX – 5/1/20XX, Company Name City, State**

* Counseled 11th and 12th grade students in relevant life aspects such as personal issues career development higher education and academic achievement.
* Administered personality and vocational inventories to assist students in career development.
* Led study groups for SAT and ACT preparation.
* Provided crisis intervention and conflict resolution services to students when needed.

**Mobile Therapist7/1/20XX – 9/1/20XX, Company Name City, State**

* Counseled a caseload of five to seven clients and their families in home school and community settings.
* Wrote treatment plans setting goals for behavior change led treatment team in helping clients to reach goals in all areas of life.
* Wrote weekly progress notes and maintained client files.