

Addye Buckley-Burnell, MEd, NCC, LPC

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SUMMARY OF QUALIFICATIONS

- Over 7 years of experience in university setting utilizing career, academic, and mental health counseling techniques while modeling all ethical guidelines
- Master of Education in Counseling with emphasis on Multicultural Counseling
- Designated as Safe Zone counselor for LGBTQIA population at four universities
- National Certified Counselor, Distance Credentialed Counselor, and Licensed Professional Counselor in state of Missouri and Alabama

UNIVERSITY EXPERIENCE

Assistant Director of Career Development

August 2012 – Present

Auburn University Career Center

Auburn, AL

- Oversee career counseling staff of three counselors, three graduate assistants, one/two interns, and six to eight peer career advisors including training, scheduling, evaluations, and project assignments
- Analyze assessment/usage data and write official report for office annually for SACS accreditation process
- Counsel students and alumni to discover career goals, job search techniques, and develop plans for success while maintaining FERPA and confidentiality of all clients
- Teach two-credit hour courses on career/major topics both in a classroom and online using Canvas
- Coordinate 75-150 presentations per semester, create new materials, and delegate to presenters
- Assess current programs and processes to create more efficient means of delivering services including implementing screencast eResume reviews and developing training manuals
- Facilitate programing including Your Major: Career Discovery Workshops offered to incoming freshmen
- Collaborate with departments on new initiatives to develop role for Career Center with international students (AU Global), ePortfolio project, and First Year Student courses
- Organize and implement professional development programs for staff and students
- Serve on and lead search committees to evaluate applications/résumés, interview, and give hiring recommendations to offices on campus

Career Resources Specialist

August 2009 – July 2012

Missouri State University- Career Center

Springfield, MO

- Taught three different two-credit hour courses utilizing Blackboard and Banner systems: career decision making, job search/career life planning, and orientation to university
- Initiated workshop series for international students in collaboration with International Services
- Designed and delivered presentations and workshops over career topics to classes and groups on campus and in community using PowerPoint, Keynote, and Prezi
- Chaired career counseling committee, scheduled regular meetings/professional development, and maintained career assessments for six professional staff and one graduate assistant
- Interpreted Strong Interest Inventory, MBTI, SDS, Skill Scan, Multiple Intelligences, Focus II, and variety of values assessments for individual students, classes, and groups
- Supervised counseling graduate assistant and intern including hiring, training, and evaluation
- Developed and revised handouts on career topics including résumé writing, informational interviewing, networking, and graduate school preparation using Word, Publisher, and Photoshop
- Created all content for new section of website tailored to international students
- Maintained blog, Facebook page, and LinkedIn to integrate social media into marketing strategy
- Served on advisory board for Parkview High School's A+ program, co-advised Golden Key International Honour Society chapter, and supervised CBASE and Praxis exams

Counselor- Academic (temporary position)

August – September 2008

Johnson County Community College- Counseling and Advising Services

Overland Park, KS

- Counseled individuals concerned with stress reduction, time management, and study skills
- Evaluated transcripts and developed program plans to fit needs of students
- Learned policies and Banner system in two days to access student information, update hold statuses, register new classes, and perform course overrides

For more information and to see portfolio visit: <http://addyebb.weebly.com>

Counselor (sabbatical replacement) March – July 2008
Johnson County Community College- Career Development Center Overland Park, KS

- Interpreted results of Strong Interest Inventory and MBTI for students and counseled how to use this information in major/career selection process
- Assisted students on creating résumés and cover letters and developing job search skills
- Administered feedback while conducting individual and group mock interviews
- Prepared and participated in presentations and workshops on various career related topics including résumé writing, career decision making, and services offered by the center

Practicum Counselor August 2006 – May 2007
Washington University -Student Health Services St. Louis, MO

- Provided counseling services to students individually and in group settings
- Conducted intake interviews including taking an extensive history of each client, recording presenting concerns, and assessing suicidal thoughts/ideation
- Maintained confidential records and planned future sessions using Point & Click program
- Wrote case conceptualizations and implemented treatment plans
- Contributed to outreach programs on campus and represented counseling staff at functions

CREDENTIALS

Licensed Professional Counselor

State of Alabama
State of Missouri

License # 3195
License # 2011025650

National Certified Counselor

National Board of Certified Counselors

#314001

Distance Credentialed Counselor

Center for Credentialing and Education, Inc.

#DCC 1291

EDUCATION

Master of Education in Counseling

University of Missouri- St. Louis

May 2007
St. Louis, MO

Bachelor of Science in Psychology, Minor in Sociology

Central Missouri State University

August 2004
Warrensburg, MO

SPECIALTY TRAINING

Academic Impressions

- Outcomes-Based Assessment for Career Services, Counselors, and Advisors- July 2013

Growing Leaders

- Licensed Facilitator of Habitudes: Images That Form Leadership Habits and Attitudes- May 2013

PROFESSIONAL AFFILIATIONS/PRESENTATIONS

Southern Association of Colleges and Employers

- Presented “Unmasking the Career Decision Making Process for Incoming Freshmen and their Parents” at 2014 conference with Nancy Bernard

National Career Development Association

- Presented “Meaning-Making Approaches for First-Year and Undecided Students” at 2013 conference with Ryan Day, LPC, NCC

Midwest Association of Colleges and Employers

- Presented “Preparing International Students for the US Job Market” at 2011 conference

Alabama Association of Colleges and Employers

National Association of Colleges and Employers

American Counseling Association

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