



Katarzyna Chen

Counselor, Academic and Career Counseling

☎ (626) 555-4187 ✉ katarzyna.chen@example.com

🌐 linkedin.com/example/katarzynachen 📍 Pasadena, CA 91106

STRENGTHS

- 🎯 **Educational Planning**
Turns degree, certificate, and transfer requirements into practical plans students can follow each term.
- ♥️ **Student Advocacy**
Listens for barriers, then connects students with disability, financial, academic, and community support.
- 📁 **Career Counseling**
Links interests with training, internships, work study, employment research, and clear next steps.
- ♥️ **Academic Recovery**
Uses probation reviews and steady follow up to help students regain direction and confidence.
- 👥 **Collaborative Referrals**
Builds trusted campus relationships, so students reach appropriate services without feeling passed around.

SKILLS

Academic counseling

Career counseling

Vocational counseling

Personal counseling

Educational planning

Student retention

Academic probation

Transfer preparation Matriculation

Student orientation

Outreach and recruitment

Financial aid guidance

Internship planning

SUMMARY

Community college counselor with eight years of experience helping diverse students clarify goals, build educational plans, recover from academic difficulty, prepare for transfer, and connect learning with employment. Provides academic, career, vocational, and **personal counseling** grounded in student needs, institutional requirements, and practical next steps. Guides students through majors, certificates, matriculation, registration, grading standards, course changes, **financial aid** procedures, internships, **work study**, job search preparation, and career decisions. Leads orientations, workshops, outreach, recruitment, and access activities for targeted populations. Coordinates referrals with faculty, disability support, tutoring, financial aid, mental health resources, community partners, and other professionals. Maintains confidential records, monitors progress, compiles service data, and contributes clear program reports. Holds a **Master of Science in Counseling** and brings inclusive advocacy to student persistence and success.

EXPERIENCE

Senior Academic and Career Counselor

Sierra Vista Community College 📅 July 2023 - Present 📍 Pasadena, California

Leads comprehensive academic, career, transfer, and personal counseling for a diverse community college population. Supports **educational planning**, persistence, enrollment, referrals, workshops, records, reporting, and team coordination during high volume service periods.

- Created degree, certificate, and transfer plans using prerequisites, academic standing, and student goals.
- Guided probation recovery sessions with progress reviews, study plans, **referrals**, and documented milestones.
- Led orientations on **matriculation**, **registration**, academic standards, financial aid, transfer, and career decisions.
- Coordinated disability, tutoring, **financial aid**, faculty, mental health, and community referrals for student needs.
- Summarized confidential counseling data for program reviews and provided work direction during **enrollment** periods.
- Built faculty and counselor partnerships that connected students with timely resources and sustained follow through.

Academic Counselor

Foothill Gateway College 📅 August 2020 - June 2023 📍 Glendale, California

Managed academic and **career counseling** services focused on educational planning, major exploration, certificate completion, transfer readiness, persistence, outreach, enrollment, documentation, and program evaluation.

- Converted course and institutional requirements into practical semester plans supporting steady academic progress.
- Created career plans linking goals with skill training, **internships**, work study, employment, and **job search** preparation.
- Presented targeted **workshops** on academic recovery, transfer applications, goal setting, and college navigation.
- Supported **outreach** and enrollment events introducing prospective students to applications, registration, services, and pathways.
- Compiled counseling activity data for reports evaluating outreach, **retention**, and student service delivery.
- Partnered with campus colleagues to connect students with programs matching academic and career needs.

Counseling Specialist

Canyon Hills College 📅 September 2018 - July 2020 📍 Burbank, California

Job search preparation

Student advocacy

LANGUAGES

English Native

Mandarin Chinese Proficient

MY CAREER



● Senior Academic and Career Counselor at Sierra Vista Community College (3.2 Years)

● Academic Counselor at Foothill Gateway College (2.8 Years)

● Counseling Specialist at Canyon Hills College (1.8 Years)

● Graduate Counseling Intern at Inland Student Success Center (1 Years)

Provided academic and **career counseling** for students exploring majors, **certificates**, transfer options, employment pathways, registration processes, academic recovery, campus resources, and financial aid.

- Guided students through registration, **course changes**, **grading standards**, terminology, and financial aid applications.
- Prepared follow up plans for students at probation risk and connected needs with campus support.
- Researched transfer and program requirements, then translated findings into student friendly reference materials.
- Facilitated orientations and career activities that improved familiarity with services and decision resources.
- Maintained accurate session records and contributed aggregate information to counseling program reports.
- Developed trusted connections with faculty and campus staff to support coordinated student referrals.

Graduate Counseling Intern

Inland Student Success Center 📅 August 2017 - August 2018 📍 Riverside, California

Completed supervised counseling practice for community college students with academic planning, career exploration, personal concerns, transition questions, orientation support, documentation, and persistence programming.

- Prepared educational plans from degree and transfer requirements for supervisor review and student discussion.
- Conducted career interest activities connecting preferences with programs, skill development, and employment research.
- Supported **orientation** programming with materials covering enrollment steps, resources, and college success strategies.
- Recorded counseling contacts under confidentiality standards and reviewed case notes with supervisors.
- Developed a **persistence** workshop using student feedback and faculty review to improve resource awareness.
- Built collaborative relationships with supervisors and campus partners while supporting student transition needs.

PROJECTS

Student Persistence Workshop 📅 2018

Created a supervised workshop connecting college persistence, resource awareness, academic planning, and practical student support decisions.

Career Readiness Planning Series 📅 2023

Developed counseling content linking student goals with internships, work study, skill training, employment research, and job search preparation.

LEADERSHIP & AWARDS

- Recognized for dependable counseling support during high volume enrollment and registration periods.
- Selected to lead student workshops on academic recovery, transfer preparation, and career decision making.
- Commended by counseling colleagues for clear referrals and consistent student follow through.

EDUCATION

Master of Science in Counseling

California State University, Fullerton 🎓 GPA: 4.0 📅 2018 📍 Fullerton, California

Coursework: *Academic counseling, career development, student advocacy, counseling ethics*

Bachelor of Arts in Psychology

California State University, Northridge 🎓 GPA: 4.0 📅 2016 📍 Northridge, California

Coursework: *Developmental psychology, counseling foundations, research methods, social psychology*

CERTIFICATIONS

- Career Development Facilitator Training, National Career Development Association 📅 2021
- Mental Health First Aid USA, Higher Education 📅 2024

TECHNICAL SKILLS

- **Counseling Services:** Academic counseling, career counseling, personal counseling
- **Educational Planning:** Degree planning, certificate planning, transfer planning
- **Career Development:** Goal setting, internships, work study
- **Student Success:** Persistence planning, retention support, probation recovery
- **Enrollment Services:** Matriculation, registration, course changes
- **Academic Standards:** Grading standards, academic standing, progress monitoring
- **Financial Aid:** Application guidance, aid referrals, funding resources
- **Career Preparation:** Job search preparation, employment research, skill training
- **Student Engagement:** Orientations, workshops, outreach
- **Student Support:** Disability referrals, tutoring referrals, mental health referrals
- **Documentation:** Confidential records, case notes, counseling records
- **Program Evaluation:** Statistical data, service reports, activity summaries

PROFESSIONAL AFFILIATIONS

- National Career Development Association, professional development participant.
- California community college counseling professional network participant.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST