

Nancy A. Barry

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Profile: Utilizing my strong interpersonal skills, experience in office administration and academic background in Psychology and Mental Health Counseling to help individuals, couples, and families dealing with mental health challenges find relief.

Experience: **St. Paul Evangelical Lutheran Church**, Bethpage, NY

Office Manager September 2010 – Present

Sunday School Superintendent October 2018 – June 2019

- Work closely with clergy and laity of the church
- Write grant proposals with others to acquire funding for Sunday School programs
- Used Microsoft Outlook to create schedules and building use plans

Family and Children's Association, Garden City, NY

Family Peer Advocate February 2017 – August 2018

- Helped empower families with children diagnosed with mental health issues
- Created notes regarding each visit with families to be included in agency files
- Attended CSE meetings with families to acquire appropriate interventions for children

Little Gospel Lights Preschool, Bethpage, NY

Office Assistant / Teacher September 2005 – September 2011

- Worked with children ages 2 to 4 teaching basic preschool concepts
- Answered phones and spoke with prospective parents regarding preschool classes

CQ Communications, Inc., Hicksville, NY

Associate Editor November 1990 – January 1998

- Wrote and edited articles for popular trade magazines and books
- Created newsletters, flyers, advertising, business cards and letters

Education: **Adelphi University** Garden City, NY

MA in Mental Health Counseling August 2021 GPA: 3.79

With concentration in CASAC

MS in Infant Mental Health and Developmental Practice May 2021 GPA: 3.73

SUNY College at Old Westbury Old Westbury, NY

B.A. in Psychology May 2018 GPA: 3.59

Nassau Community College Garden City, NY

A.A. in Liberal Arts January 1989

Honors: Psi Chi the International Honor Society in Psychology: Member since 2017

Tau Sigma National Honor Society: Member since 2017

The Society for Collegiate Leadership & Achievement (SCLA)

Skills: Internships at The Parenting Institute at Adelphi Univ., NYU Winthrop Hosp. Pediatric Clinic; Alice Brown Early Learning Center; and Hempstead Middle School; Avatar Counseling Innov. Working with parent/child dyads, pull-out play therapy, administering various screenings KIPS trained and certified; BASC-3 trained; Circle of Security (COS-P) Facilitator Proficient in Microsoft Word, Excel, Publisher, and Outlook Secretarial, Office Management, and Editorial experience