

ALESHANEE MICHEL

CAREER COUNSELOR

CONTACT

 570-362-8287
 aleshaneemichel@gmail.com
 @aleshaneemichel
 4 Frank Street
Hanover Twp. PA 18706

SKILLS

MS Office Proficient
Exceptional Communication Skills
Creative Problem-solver
Remarkable Organizational Skills

EDUCATION

BA in Psychology
Southern New Hampshire University
2017-2023
Concentration in Child and Adolescent Development

High School Diploma
Pittston Area High School
2005-2009

RECOGNITION

2023 Induction to National Society of Leadership and Success

PROFILE

Experienced career counselor empowering individuals with personalized guidance, assessments, and tailored counseling. Passionate about fostering career development, self-confidence, and helping students achieve academic and professional success. Strong communicator with exceptional interpersonal skills, adept at building relationships and understanding diverse needs. Committed to guiding individuals in making informed decisions about their career paths, promoting fulfillment through aligned choices.

WORK EXPERIENCE

Career Counselor

Adams and Associates, Inc. Apr 2023-Present

- Provides personal/career counseling for students to enhance student employability and to ensure continued enrollment and quantifiable success in the Job Corps program
- Identifies and remediates student barriers to success and develops individualized student career educational plan
- Ensures strict confidentiality of sensitive information and integrity of student data

Classroom Therapist

Children's Service Center Mar 2022-Apr 2023

- Provided group and individual trauma-based therapies to enhance clients' mental health and wellness
- Maintained effective communication with clients and parents to meet treatment plan goals
- Reacted quickly to crisis situations to deescalate elevated clients and ensure a safe environment

Behavior Technician

Beyond Behavior Consulting Oct 2021-Mar 2022

- Implemented ABA therapies aligned with the direction of senior staff and behavior plan
- Maintained effective communication with clients' care teams to ensure progress is met
- Collected data and submitted notes promptly

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EXPERTISE

- **Career Counseling:** Provide guidance on career exploration, goal setting, job search strategies, and career development
- **Interview Coaching:** Offer interview preparation, mock interviews, and techniques for answering common interview questions.
- **Job Search Strategies:** Advise on networking, online job search techniques, utilizing job boards, and leveraging social media.
- **Career Exploration:** Help individuals identify their interests, values, strengths, and align them with suitable career options.
- **Workshop Facilitation:** Conduct workshops and seminars on topics like resume writing, job interview skills, and career planning.

REFERENCES

Sydney Szafranovicz

 570-825-6425
 sszafranovicz@e-csc.org

Kristen D'Amico

 609-351-1808
 k.damico@snhu.edu

WORK EXPERIENCE

Underwriting Analyst

Berkshire Hathaway GUARD Insurance Co. Feb 2019-Oct 2021

- Reviewed applications in a timely manner
- Communicated with agents regarding declinations and approvals
- Assisted other teams to help maintain service levels

Underwriting Services Representative

Berkshire Hathaway GUARD Insurance Co. Apr 2018-Feb 2019

- Processed endorsements meticulously upon agent request, via chat and conversation
- Provided accurate policy information to agents and internal customers
- Assisted with maintaining mailbox workflow

Customer Service Representative

Berkshire Hathaway GUARD Insurance Co. Jul 2017-Apr 2018

- Handled claims intake and provided claims information accurately and efficiently
- Assisted policyholders, agents, and providers with policy and claim-related inquiries
- Resolved calls with care and timeliness

ACCOMPLISHMENTS

American Psychological Association
Membership

President's List Winter 2023

Honor Roll May 2023

Honor Roll March 2023

Honor Roll July 2022