

Violet Wolf

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SUMMARY

Clinical mental health counseling program professional with five years supporting **graduate student services**, behavioral health education, **clinical placements**, accreditation records, and academic operations. Coordinates faculty, students, **clinical training partners**, institutional offices, and community organizations through admissions, advising, practicum preparation, internships, retention activities, and graduation planning. Maintains dependable records across Google Drive, Google Docs, Google Sheets, Qualtrics, **computerized field evaluations**, schedules, applications, and student progression data. Guides graduate students through course sequencing, placement requirements, licensing documentation, and program milestones with clear, student centered communication. Builds practical relationships with behavioral health partners, supports recruitment events and applicant interviews, and keeps accreditation evidence organized for review. Brings calm coordination and careful follow through that can support strong student experiences, reliable clinical partnerships, and well managed counseling program operations.

EXPERIENCE

Graduate Counseling Program Coordinator

July 2024 - Present

Front Range Behavioral Sciences Institute

Fort Collins, CO

Coordinates graduate counseling operations, student progression, accreditation evidence, clinical training partnerships, recruitment, retention, advising, and graduation activities. Supports faculty review, institutional coordination, and dependable student service delivery.

- Coordinated graduate counseling records in **Google Drive**, supporting faculty review of **student progression** and applications.
- Maintained Qualtrics evaluation data, **accreditation** evidence, and field records for program review readiness.
- Tracked practicum contracts, insurance verification, licensing documents, and placement progress across clinical partners.
- Advised students on **course sequencing**, internships, placements, and milestones, preventing avoidable progression delays.
- Coordinated **recruitment** fairs, **applicant interviews**, brochures, and flyers, keeping admissions communication current.
- Planned graduation events with degree confirmation, venues, food, gifts, materials, schedules, and guest communications

Clinical Education and Student Services Specialist

June 2022 - June 2024

Poudre Community Behavioral Health Center

Loveland, CO

Supported supervised counseling training across outpatient behavioral health settings, connecting students, site supervisors, academic programs, and prospective clinical partners. Managed placement records, evaluations, onboarding, advising, orientations, and student development events.

- Supported counseling student training relationships across outpatient **behavioral health** placement settings.
- Maintained affiliation records, insurance verification, evaluation deadlines, and onboarding requirements for timely placements.
- Reviewed **computerized field evaluations**, identifying missing assessments and progression concerns for staff follow up.
- Guided trainees through placement expectations, documentation, conduct, and scheduling within supervised clinical settings.
- Developed prospective site relationships by documenting supervision arrangements, capacity, and future placement availability.
- Coordinated orientations and recognition events, managing rooms, materials, attendance, communications, and follow up records

Program Services Assistant

June 2021 - May 2022

Colorado Student Wellness Collaborative

Greeley, CO

Organized behavioral health education operations, participant records, evaluations, outreach activities, learning materials, and recurring administrative deadlines. Supported coordinators with survey data, event logistics, student questions, and program documentation.

- Organized **behavioral health** program files, calendars, learning materials, participant records, and deadlines.
- Maintained **Google Drive** and spreadsheet tracking for workshops, referrals, engagement, and program evaluations.
- Built **Qualtrics** surveys and compiled response data, checking records before coordinator analysis.
- Coordinated campus outreach events, producing informational flyers and organizing counseling and wellness materials.
- Answered student questions about program options and scheduling, routing clinical matters to qualified staff.
- Supported workshops and recognition events through room coordination, supplies, attendance, communications, and documentation

PROJECTS

Clinical Placement Records Improvement 📅 2024

Organized site contracts, insurance records, licensing documentation, placement status, and evaluation deadlines into a clearer tracking process for counseling program coordination.

Behavioral Health Program Evaluation 📅 2023

Created Qualtrics surveys and reviewed computerized field evaluations, helping staff identify missing records and monitor student progression.

LEADERSHIP & AWARDS

- Recognized for dependable coordination of graduate counseling placements and student progression records.

- Commended for accurate accreditation evidence, evaluation tracking, and responsive student advising.
- Selected to coordinate detailed recruitment, retention, and graduation activities across counseling programs.

EDUCATION

Bachelor's Degree in Psychology

2021

Colorado State University GPA: 3.5

Fort Collins, CO

Coursework: Behavioral health, counseling foundations, human development, research methods

CERTIFICATIONS

- Mental Health First Aid USA 📅 2025
- Qualtrics XM Basecamp, Survey Design and Administration 📅 2024

TECHNICAL SKILLS

- **Google Workspace:** Google Drive, Google Docs, Google Sheets
- **Survey Platforms:** Qualtrics, XM Basecamp, survey design
- **Field Evaluation Systems:** Computerized field evaluations, assessment tracking, evaluation review
- **Student Records:** Applications, acceptance records, progression records
- **Clinical Placement Records:** Site contracts, placement status, insurance verification
- **Accreditation Records:** Accreditation evidence, program files, evaluation statistics
- **Academic Scheduling:** Class schedules, room assignments, course sequencing
- **Recruitment Materials:** Brochures, flyers, outreach communications
- **Event Coordination:** Recruitment fairs, retention events, graduation ceremonies
- **Behavioral Health:** CMHC, counseling education, clinical training

SKILLS

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|-----------------------------------|----------------------------------|---------------------------|-----------------|
| • CMHC program support | • Accreditation records | • Admissions support | • Google Docs |
| • Behavioral health education | • Computerized field evaluations | • Graduation coordination | • Google Sheets |
| • Graduate student advising | • Recruitment outreach | • Community partnerships | • Qualtrics |
| • Clinical placement coordination | • Student retention | • Google Drive | |

PROFESSIONAL AFFILIATIONS

- Behavioral health education professional supporting counseling students and supervised clinical training relationships.
- Community partnership coordinator connecting academic programs with behavioral health placement organizations.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST