



Violet Wolf

Program Manager, Clinical Mental Health Counseling

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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

Front Range Behavioral Sciences Institute 📅 July 2024 - Present 📍 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

Poudre Community Behavioral Health Center 📅 June 2022 - June 2024 📍 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

STRENGTHS

- 👥 **Student Advising**
Students received clear guidance on course sequencing, placements, and internships, with concerns surfaced before progress stalled.
- 🔗 **Clinical Coordination**
Placement records stayed visible and current; partners received practical follow through during onboarding and evaluation cycles.
- 📁 **Accreditation Records**
Accreditation files became easier to review after organizing evidence, statistics, evaluations, and progression information.
- 📅 **Event Planning**
Recruitment, retention, and graduation events ran smoothly through careful attention to rooms, materials, timing, and communication.
- 🤝 **Community Partnerships**
Prospective sites gained a reliable contact who documented capacity, supervision, insurance, and placement readiness clearly.

SKILLS

CMHC program support
Behavioral health education
Graduate student advising
Clinical placement coordination
Accreditation records
Computerized field evaluations
Recruitment outreach

[Student retention](#)

[Admissions support](#)

[Graduation coordination](#)

[Community partnerships](#)

[Google Drive](#) [Google Docs](#)

[Google Sheets](#) [Qualtrics](#)

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Graduate Counseling Program Coordinator at Front Range Behavioral Sciences Institute (2.2 Years)

● Clinical Education and Student Services Specialist at Poudre Community Behavioral Health Center (2 Years)

● Program Services Assistant at Colorado Student Wellness Collaborative (11 Months)

Program Services Assistant

Colorado Student Wellness Collaborative 📅 June 2021 - May 2022 📍 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

Colorado State University 🎓 GPA: 3.5 📅 2021 📍 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

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.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST