

Katrina Webster
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OBJECTIVE

To use my professional experience in CTE education, workplace preparation, instruction, training, presentations, public speaking, community partnering, and networking in a training position.

PROFILE

Motivated, personable professional with over fifteen years of experience in training and in working with learners of all ages. Proven ability to teach and present. Possesses talent for identifying and developing strengths in learners and with assisting learners in developing tools and making connections to overcome challenges.

EXPERIENCE

High School Career Counselor: (August 2018-present)

Dover Career and Technical Center Dover NH

- Advising students in future planning
- Classroom presentations and workshops
- Setting up extended learning opportunities (internships, job shadows, apprenticeships, and other options)
- Resume and cover letter help
- Employment search assistance
- College and career planning
- Building and maintaining a network of businesses and organizations offering extended learning and jobs

High School Guidance Counselor: (August 2016 to August 2018)

Bonny Eagle High School MSAD 6

- Interact with students in the decision-making process in relation to future goals.
- Counsel and refer students as needed and help them make connections to resources
- Advise students in academic/vocational pathways
- Engage in consultation about student needs with all stakeholders
- Provide academic/career counseling and information to students and parents
- Plan and execute various workshops (big/small groups) relating to future/career planning and life skills
- Help students plan, apply, and prepare for two/four yr colleges and/or trade schools or military
- 504 Case Manager and IEP team member
- Help with job shadowing and interviewing techniques
- Scheduling and course placement via Infinite Campus 2016-2017 and Synergy 2017-present
- Planning and executing college and career fairs and college tours

Guidance Counselor/Student Advisor in Adult Education: (August 2013 to August 2016)

Oxford Hills Comprehensive High School Adult Education MSAD 17

- Managed a caseload of students pursuing a high school diploma/HiSet or remedial classes
- Advised students on classes and academic pathways
- Facilitated career planning and utilize CHOICES, ONET, and other interest assessments
- Developed personalized academic learning plans and goal setting
- Provided personal counseling for students and families as needed
- Connected students with work or community partnerships as needed
- Provided referrals and support services for students
- Planned and facilitated various career exploration workshops for students and the public
- Provided resume/cover letter help to students and the community
- Assisted in teaching/planning College Transitions program when needed
- Provided transcript evaluation and course enrollment

- Created and maintained e-portfolios post-secondary and graduation plans for each student

School Guidance Counselor (February 2013 to June 2013)

Adams School in Castine, ME (K-8) and Surry Elementary (K-8)

- Identified and counseled students on a regular basis in academic, social, and personal areas
- Planned and implemented small groups focused on improving social skills
- Worked with students facing challenges in various capacities relating to school success such as low-income, displacement, social issues, and family discord
- Designed and delivered guidance lessons in the classroom
- Conducted several career/future planning related classroom activities with all ages

Volunteer Coordinator (August, 2010-August 2013)

Ronald McDonald House Bangor, ME

- Supervised/trained volunteers, provided public tours, and maintained security within the house.
- Checked guests in and completed all necessary paperwork and opened/closed house.

Internship –Guidance Department (2012-2013)

Bangor High School Bangor, ME

- Worked with a caseload of at risk students and provided academic coaching, personal counseling and referrals
- Developed personalized academic plans

Marketing Director (2007-2008); **Interim Operator** (2009)

Chick-fil-A, Orlando, FL and Nashua, NH, 2007-2009

- Organized and implemented various marketing events and campaigns
- Designed all posters, flyers, and banners for various events and marketing strategies
- Built relationships with local businesses and established catering business for five stores
- Maintained visibility and ensured positive involvement in the community.
- Engaged in numerous public speaking events and training workshops.
- Demonstrated ability to manage a variety of tasks in a fast-paced environment.
- Managed a staff of 25-30, including a General/Assistant Manager, and team members.
- Handled promotions, hiring, firing, financial direction, marketing and all areas related to the operations of the store including all Human Resources and training.

Student Leadership Development/Professional Life Coach (2002-2007)

Cru, Cleveland, OH and Orlando, FL

- Worked with post-secondary students as a professional life coach to promote leadership skills
- Experience working with low- income, first-generation, and disabled students in various student club related activities.
- Taught various leadership workshops, seminars, and small groups

Nanny (2001-2002) *Alliance, OH*

Sales (2000-2001) *Palm Harbor Homes Lynchburg, VA,*

EDUCATION

Masters of Education in School Counseling: University of Maine- Completed May 2013

Masters in Higher Education and Student Affairs: Messiah College- Completed August 2013

Bachelors in Communications and Public Relations: Liberty University- Completed May 2000

CREDENTIALS

Maine and NH certification in Guidance Counseling. Professional School Counselor.