

## **James Rockwell**

1234 Flower Street, San Jose, CA 95128 (406)555-6789 jrockwell@cox.net

---

### **OBJECTIVE**

Seeking a position as a program coordinator for a private foundation specializing in adolescent education and development.

### **EDUCATION**

Master of Arts in Counseling Education May 2004  
National University, San Jose, CA

Bachelor of Arts in Psychology June 2000  
San Jose State University, San Jose, CA

### **SPECIAL SKILLS**

Project Design and Development	Fellowship and Grant Writing
Data Tracking and Statistics	Project Supervision
Assessment and Evaluation	Coordination of Child Services
Conversational Spanish	Diversity Awareness
Strong Communication Skills	Microsoft Word, Excel, Access

### **PROFESSIONAL EXPERIENCE**

**Program Evaluator**, Y.M.C.A., San Jose, CA June 2002-present  
Evaluate content, programming, and accessibility of after-school programs  
Interview participating students to assess program effectiveness  
Facilitate communication between program administrators, parents and students  
Devise solutions for increasing program accessibility for diverse students  
Initiated a data tracking system that increased funding opportunities for programs  
Prevent findings and recommendations for strategic planning and development

**Psychological Evaluator**, Children's Center, San Jose, CA June 2000-June 2002  
Assessed children, adolescents, and mothers for diagnosis and treatment  
Coordinated treatment planning meetings with families, teachers, and staff  
Prepared written reports for treatment and insurance providers

**Project Coordinator/Supervisor**, Outreach, San Jose, CA June 1998-June 2000  
Consulted with area high school students and staff to identify needs  
Oversaw the development of school-based programming for urban adolescents  
Supervised and trained a student groups in program design and implementation

### **PROFESSIONAL AFFILIATIONS AND ACHIEVEMENTS**

Member: American Psychological Association  
Member: American Counseling Association  
Member: Association for Assessment in Counseling and Education  
Award five grants for child and adolescent development research