

# SIMONE GILBERT

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## Objective

To obtain a position where my enthusiasm and passion for helping and serving others is appreciated in a welcoming environment.

## Core Qualifications

- Child Advocate
- Effectively work with parents & staff
- Active listening skills (verbal and nonverbal)
- Organizational skills
- Implementation of programs & systems
- Motivating students

## Achievements

### Leadership

Received several awards by colleagues for being an effective leader.

### Plan Development

Coordinated several Summer Planning Academies (in collaboration with a leadership team) for teachers and staff which included a balanced program of instruction, data, and team building activities that provided teachers with opportunities to observe, analyze, & execute their plan of action for the next academic school year.

### System Implementation

Developed systems for students to streamline their college & career search, application process and scholarship needs. This system included parents, teachers, local college students, and community resources.

## Professional Experience

### School Counselor

Aug 2007 to Current

Fort Worth ISD - Fort Worth, TX

\*AVID Counselor \*504 Coordinator \*Create and change schedules \*Designed guidance lessons to improve students personal and social development \*Career exploration \*Collaborate with college reps \*Coordinate graduation \*Coordinate attendance recovery \*Coordinator of Student Support Team

### Residential Life Coordinator

Jun 2016 to Jul 2016

Duke TIP - Georgetown, TX

\*Reside on campus \*Serve as role model for students and staff \*Lead residential staff training sessions \*Lead staff in organizing projects and activities \*Manage administrative responsibilities

### Residential Counselor

Jun 2015 to Jul 2015

Duke TIP - Georgetown, TX

\*Supervise a group of 10-12 students weekly \*Organize daily activities \*Serve as a positive role model and resource for all students \*Document noticeable changes in behavior, concerns about students, and issues with discipline \*Proactive in responding to student concerns and incidents

<b>High School English Teacher</b> Lancaster ISD - Lancaster, TX Developed and implemented interesting and interactive learning mediums to increase student understanding of course curriculum.	Aug 2005 to Jul 2007
<b>High School English Teacher</b> Wilmer Hutchins ISD - Hutchins, TX Taught English I & II to grades 9 & 10 National Honor Society coordinator	Aug 2003 to Jul 2005
<b>Substitute Teacher</b> Lancaster ISD - Lancaster, TX Facilitated lesson plans left for students Implemented classroom management technique	Aug 2002 to Jun 2003
<b>7th grade Language Arts Teacher</b> Dallas ISD - Dallas, TX Developed interesting lesson plans to meet academic, intellectual and social needs of students.	Aug 2001 to Jul 2002

## Education and Training

<b>Master of Arts, School Counseling</b> Amberton University - Garland, TX
<b>Bachelor of Arts, Mass Communications</b> Grambling State University - Grambling, LA

## Certifications

Secondary English 6-12 School Counselor EC-12 <a href="http://bit.ly/CounselingCertification">http://bit.ly/CounselingCertification</a>
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## Community Involvement

Actively involved in community service with "Helping Hands, Open Hearts" which includes the collection and distribution of food, hygiene, and clothing for the homeless and those less fortunate.