

Abigail Holley

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Education:

Masters of Education ♦ George Mason University, January 2009

Major: Counseling and Development
Concentration: School Counseling
Graduate GPA: 3.93
Awards & Honors: Deans List, Chi Sigma Iota Honor Society

Bachelor of Science ♦ Ithaca College, May 2003

Major: Business Administration
Concentrations: Marketing & Management
Major GPA: 2.98
Awards & Honors: Campus Life Award

Professional Experience:

Guidance Counselor, Long-Term Substitute Canton High School, Canton, MA

September 2012 ~ March 2013

Advise and schedule students for a range of classes at varying levels
Create and deliver age-appropriate classroom guidance lessons for students in 9-12th Grade on a variety of topics
Deliver parent presentations around relevant topics including, Applying to College and Transitioning to high school
Support students and parents in completing the college application process
Provided individual and small group counseling on a variety of topics
Coordinate parent-teacher/student-teacher meetings to support the students' academic success
Create Action Plans for students who struggle academically, are school-avoidant, or returning from medical leave

School Counselor

August 2011 ~ June 2012

Fairfax County Public Schools, Alexandria, VA

Advised and scheduled students for a range of classes including academy and International Baccalaureate classes
Served as the AVID Counselor; delivered classroom guidance, coordinated recruitment, supported student success
Collected and analyzed data to guide program development on a range of topics including orientation and bullying
Delivered student/parent presentations around relevant topics including, PSAT Interpretation and Academic Success
Supported students and parents in completing the college application process
Provided individual and small group counseling on a variety of topics
Chaired the Student Support Team; provided strategies for teachers and students regarding behavior/academic concerns
Coordinated school-wide programs such as our Bullying/Harassment Unit and Junior Focus Day

District Lead Counselor

August 2009 ~ August 2011

Center City Public Charter Schools, Washington, DC

Created and implemented a new school counseling program based on the *ASCA National Model* and data; Pre-K – 8th
Delivered classroom guidance lessons to each grade bi-weekly and provided small group and individual counseling
Provided crisis intervention and in-class support for students with severe emotional/behavioral disturbances
Developed and implemented a school-wide Positive Behavior Support System that focused on 12 core values
Assisted all 8th grade students in completing the high school application process
Designed new counseling program materials for use within the district including brochures and evaluation materials
Supervised a staff of 5 counselors and their programs; providing support, feedback, and establishing goals
Facilitated regular team meetings and professional development opportunities
Participated in writing a grant for the U.S. Department of Education to fund school counseling program initiatives

Membership Administrator

October 2007 ~ July 2009

American School Counselor Association, Alexandria, VA

Provided support and coordinated special projects including RAMP and the ASCA Foundation Silent Auction
Serve as ASCA's liaison and presenter at state conferences and local college/universities
Collaborated with other professional organizations to create professional school counseling and education materials
Perform various marketing responsibilities including implementation of the ASCA Scene, webinars, and Podcasts

Lead Teacher, Infant Room

July 2006 ~ October 2007

Tyson's Corner Children's Center

Supervised a staff of 6 teachers and up to 14 infants (3 – 18 months)
Created individual development plans for each child and communicated with parents regarding their progress
Designed and delivered a monthly newsletter to communicate news, changes, and events to parents & families

Professional Experience (cont):

Marketing Coordinator

December 2003 ~ May 2006

Palisade Corporation, Ithaca NY

Developed and implemented print/tradeshows marketing plans for software products in the US, London, and Australia
Completed Trademark and Copyright registrations with the US Patent Office
Coordinated printing and reviewed all written materials including advertisements, newsletters, and handbooks
Collected sales and marketing data on all products and shared with the leadership team

Admissions Counselor

August 2003 ~ December 2003

Ithaca College, Ithaca NY

Interviewed potential students and their families; advising them on the application process and degree programs
Participated in recruiting events on-campus and via the internet
Responded to all inquiries from students, parents, and high schools in a timely and professional manner

Internship Experience:

School Counseling Internship

August 2008 ~ December 2008

Lake Braddock Secondary School, Burke VA

Presented classroom lessons on a variety of topics including bullying, sexual harassment, and Internet safety
Collaborated with the counseling team to develop a department brochure and complete a RAMP Application
Designed questionnaires, compiled results, and created DATA Report Forms for a variety of programs/interventions
Coordinated and planned for individual and group counseling sessions on various topics

School Counseling Practicum

January 2008 ~ May 2008

Fort Belvoir Elementary School, Fort Belvoir, VA

Coordinated and planned for classroom guidance, individual and group counseling sessions related to various topics
Researched the impact of the National Geospatial program and presented the findings to educational stakeholders
Communicated with parents and teachers regarding students' academic, social, and career development
Co-ordinated the implantation of a National Junior Honor Society
Assisted with the planning and delivery of a school-wide Career Fair

Professional Publications & Presentations:

"Career Development Presentation," VSCA, March 2009
"ASCA Resources Presentation," Various, 2007-2009
"RAMP-Up Your Program," ASCA Conference, July 2009

Washington Parent Interview, October 2010
Published in **ASCA School Counselor**
Looking to the Horizon, July 2008
Helping Disadvantaged Students Achieve, July 2011

Additional Experiences:

ASCA RAMP Reviewer 2007-2011

Review applications every fall and spring from schools across the country to see if the program meets the National Standards identified by ASCA.

Lead RAMP Reviewer 2012-Present

As a Lead RAMP reviewer, I work with schools and current RAMP reviewers to provide support and help ensure consistency within the application and review processes.

Professional Memberships & Licensure:

Massachusetts Initial School Counseling License; K-5th Grade and 6th-12th Grade, *Pending with Massachusetts DOE* Virginia
Provisional School Counseling Licensure, Certified PK-12th Grade
ASCA Member since September 2006
Chi Sigma Iota Member since 2007

Computer Skills:

SASI Basic	Survey Monkey
Naviance/Family Connections	SPSS
Microsoft Office: Word, Excel, PowerPoint and Publisher	Illustrator
Adobe Photoshop	GoldMine
Pagemaker	Great Plains
Prezi	Mac/PC Operating Systems

Professional References, DATA Reports, &
Additional Examples Available Upon Request