

Brenda Gutierrez-Hoffman
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OBJECTIVE

A position that seeks a motivated individual where acquired experience, skills, and education will be utilized towards continued growth and advancement.

SPECIAL SKILLS

- Positive and confident personality with a strong work ethic.
- Family and community oriented.
- Mission motivated with a concern for helping others.
- Able to provide guidance and support in decision-making activities.
- Able to work effectively under pressure.

EMPLOYMENT

Edgewood Independent School District- (August 2007- Present)

Parent Educator- John F. Kennedy High School

- Assist district and school level staff in developing and implementing effective activities for the involvement of parent/families.
- Developing and implementing workshops for parents based on assessed needs that support the district's philosophy and objective.
- Assisting school staff in providing additional educational resources and materials for students' use with parent/family.
- Conferring with classroom teachers, upon request, concerning the educational needs of the student.
- Facilitating communication between teachers, students, parents, and community.
- Provide intensive case management for assigned students and families.
- Complete requirements for district and state goals.

Texas A&M International University- (Jan. 2007- May 2007)

Instructor- Introduction to Psychology

- Teach and provide a review of major principles of psychology.
- Lecture.
- Grading.
- Maintain documentation of course lectures, planning, and preparing exams.
- Comply with all administrative duties for the department.

Serving Children and Adolescents in Need -Sexual Assault Services and Information Program (SASI)

SASI Program Director/Counselor- (May 2006- June 2007)

- Provide general supervision and management for the Sexual Assault Services and Information Program- including program direction and guidance, establishment of program policies and procedures, goals and objective, and quality assurance of service delivery.
- Gather and compile monthly, quarterly and annual data and submit factual reports to the funding agency as required.
- Supervise the Community Liaison/Volunteer Coordinator.
- Recruit, screen, train, and supervise SASI volunteers.
- Provide short and long term counseling services for survivors of sexual abuse.
- Provide community education classes for students Pre K- College.
- Provide preventive education classes for parent groups.

-Provide training for law enforcement/criminal justice officers, medical personnel, human services, clergy, teachers/educators, and other populations in the community.

Serving Children and Adolescents in Need-Services to At Risk-Youth Program (STAR)

STAR Counselor- (October 2004-May 2006)

- Maintain case load with an average of 22-24 clients.
- Delivery of individual, group and family counseling.
- Universal prevention education, parenting education and coping skills education.
- Crisis intervention services.
- Keep current all client documentation according to TDFPS standards and SCAN's policies and procedures.

INTERNSHIP EXPERIENCE

Youth Recovery Home, SCAN, Inc.

Counselor Intern (January 2006-May 2006)

- Provide short term individual, family, and group counseling for youth abusing substances.
- Maintain confidentiality.
- Maintain appropriate documentation.
- Provide referral services if needed.
- Staff cases with Youth Recovery Home Director and counselor.

CERTIFICATIONS

LPC-I

Counselor Intern

Special Education EC-12

REFERENCES

Dr. Gilberto Salinas	Assistant Professor of Psychology	956-326-2656
Dr. Julio Madrigal	Director of Special Populations	956-326-2720
Luis Flores	Vice President of SCAN, Inc.	956-724-3177
Sandra Cortez	Attorney at Law	830-773-7711
Owen Kelly	Principal- Kennedy High School	210-444-8040

EDUCATION

Master of Arts in Counseling Psychology- (2007)

Texas A&M International University

GPA: 3.57

B.A., Double Major, Psychology/Sociology - (2004)

Texas A&M International University, Laredo, Texas

GPA: 3.16 Major 1: GPA: 3.1 Major 2: GPA: 3.2

LANGUAGES

Speak, Read, and Write Spanish