# Professional Summary

A motivated, enthusiastic educator with 15 years’ of experience fostering a cohesive student learning atmosphere. Self-motivated School Counseling Department Chair bringing proven leadership, organizational and customer relations skills. Independently solves problems and keeps teams on task to handle diverse educational and counseling requirements. Seeks to bring abilities to a dynamic, growth-oriented position dedicated to education and student success. A counseling professional possessing exceptional people skills and sensitivity to all students’ specialized and changing needs. Highly effective at building rapport.

# Skills

* Academic Counseling
* Administrative team leader
* Instructor
* Leadership
* Standard Operating Procedures
* Supervisor
* Safety and security
* File and records management
* Staff management
* Excellent communicator

# Experience

## Virginia Beach City Public Schools, Kempsville Middle- School Counseling Chair

07/2015-Present

* Routinely meets with student’s parents regarding in-class issues and learning interruptions to discuss solutions
* Develop interesting course plans to meet the academic, intellectual and social needs of students.
* Design lesson plans focused on age and level-appropriate material
* Supervise a staff of three and continue to work collaboratively with staff and parents towards student success
* Part of the school’s administrative team working collaboratively to program for the entire school
* An ILT team member, PAC team member
* Assist with assemblies, incident investigations, building culture, teacher collaboration, administrative collateral duties, and helping with anything that makes the overall school community succeed.

Virginia Beach City Public Schools, Kempsville Middle- School Counselor

07/2010-2015

• Routinely meets with student’s parents regarding in-class issues and learning interruptions to discuss solutions

* Facilitated parent-teacher conferences, SRT meetings, 504 meetings, Scheduling

• Develop interesting course plans to meet the academic, intellectual and social needs of students.

• Design lesson plans focused on age and level-appropriate material

* 504 Coordinator
* Worked with students in the counseling domains of Academic, Personal Social and Career Exploration

Virginia Beach City Public Schools, Plaza Middle- School Counselor

07/2007-2010

* Routinely meets with student’s parents regarding in-class issues and learning interruptions to discuss solutions
* Facilitated parent-teacher conferences, SRT meetings, 504 meetings, Scheduling
* Develop interesting course plans to meet the academic, intellectual and social needs of students.
* Design lesson plans focused on age and level-appropriate material
* Worked with students in the counseling domains of Academic, Personal Social and Career Exploration

## Elite Protection, Hollywood, FL

05/1998-06/2004

* Personal Security Specialist for NBA players and their families
* Skilled at defensive driving techniques, close-quarter hand-to-hand combat techniques for client movement and protection
* Coordinated client daily advancement of venues prior to arrival, traveled extensively in North America and abroad

## Virginia State Police, Norfolk, VA

09/1992-04/1998

* Worked in Tidewater area enforcing the laws of the Commonwealth of Virginia, highway laws, criminal laws, investigations, testifying in court
* Instructor for the Department in Defensive Tactics as well as other instructional in-service duties
* Performed motorcade escorts for presidential candidates
* Executive Protection details for several VA Governors

## Virginia Beach Sheriff’s Office, Virginia Beach, VA

09/1987-09/1992

* Supervised central processing receiving area, intake, fingerprinting, and release procedures
* Helped to develop the first Standard Operating Procedures for the new central booking facility
* Worked to maintain the expectations of both staff and inmates within the facility
* Maintained the safety and security of the facility
* Trained new recruits in Defensive tactics
* General instructor at the VBSO training academy

# Education

## Longwood University, Newport News Cohort, Educational Leadership, and Supervision

* Continued my Grad Professional Endorsement, Graduate Studies at Longwood University towards my goal of one day becoming a principal. Graduated with a 4.0 GPA

## Norfolk State University, Norfolk, VA, Master of Arts

* Leadership and Supervision PreK-12

## Virginia Union University, Richmond, VA, Business Administration

* Bachelor of Science - Business Administration
* Member of the Omega Psi Phi Fraternity
* Elected Captain of the VUU football team

# Accomplishments

* Pupil Personnel Services License in the state of Virginia for School Counseling PreK-12
* Teacher of the Year, Kempsville Middle School, 2015
* Assistant football coach, Lake Taylor High School, 1989-1991
* Head football coach, Plaza Middle School, 2008-2009
* Assistant football coach, Kempsville Middle School, 2017-2019

# Affiliations

* Member of Virginia Counseling Association
* Virginia School Counseling Association
* American School Counseling Association