

Mahfooza Gondal

215-604-0151 mahfoozagondal@gmail.com

Education and Credentials

Masters in Counseling Psychology from Temple University, PA May 2017

Bachelor in Psychology from Temple University, Philadelphia, PA December 2014

Educational Specialist – Elementary & Secondary School Counselor PK-12

Experience

Source4Teachers

November 2017 - Present

Building Substitute at Shafer Middle School

- Implement teacher's lesson plans and maintain classroom protocols and employ effective classroom management strategies
- Adapt to different classroom environments daily based on the needs of the school
- Assist students with academics and problem solving and communicate with teachers to update them on the stats of students
- Perform duties established by the school to ensure continuity

Penn Wood High School

September 2016 –May 2017

Yeadon, PA

Counseling Intern

- Conducted individual counseling sessions with students regarding academics, social/emotional issues and college and career choices
- Assisted with course scheduling
- Worked with crises intervention team to provide crises counseling to students
- Informed parents of student's academic progress and student's developmental needs while monitoring students' academic progress
- Assisted with and monitored progress of students in the student assistance program
- Created action plans for students failing two or more classes during the school year
- Assisted parents and new students with registration and class selection

G.W. High School of Engineering and Science

May 2016- July 2016

Philadelphia, PA

Counseling Intern

- Met with students on a weekly basis to discuss academic, social or career/ college concerns
- Received supervision from school counselor
- Monitored students' academic progress
- Assisted students with college and career planning

Staples

May 2016 – October 2017

Bensalem, PA

Print & Marketing Associate / Sales Associate

- Welcomed customers into the store and helped them locate items
- Trained new associates in the best methods to maximize efficiency and safety
- Handled all customer relations issues in a gracious manner and in accordance with company policies
- Resolved customer complaints in a professional manner while prioritizing customer satisfaction

Intergenerational Center of Temple University

February 2012 – September 2014

Philadelphia, PA

Receptionist/Office Assistant

- Managed receptionist area, including greeting visitors and responding to telephone and in-person requests for information.
- Created marketing materials such as pamphlets and flyers
- Oriented new employees to their responsibilities
- Supported executives and handled extra projects as needed

Volunteer Experience

2017 American School Counseling Association (ASCA) Annual Conference, Denver CO July 2017 – July 2017

Conference Ambassador/ Technology Assistant

- Worked with app developers in answering questions about the ASCA conference app
- Monitored sessions throughout the conference assisting speakers with tasks as needed
- Coordinated with other conference ambassadors and ASCA staff