

Mary Romanelli

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Education:

- Pennsylvania Certification: Secondary School Counseling, June 2002
- Villanova University: Master of Science, Counseling and Human Relations, May 2002
- Sacred Heart University: Bachelor of Science, Psychology, August 1996

Work Experience:

Archbishop John Carroll High School, Radnor, PA Guidance Director: September 2014 – August 2017

- Supervised expanding counseling staff and guidance programs.
- Facilitated college and career programs.
- Advised students regarding college majors, admission requirements and college planning.
- Conducted personal counseling; working with students individually and with their families.
- Referred students to outside agencies when necessary.
- Oversaw Naviance for all students.
- Provided assistance regarding decision-making, course selection and academic issues through routine guidance visits.
- Addressed specific concerns of students at-risk, or with identified needs, as part of the Student Assistance Program team and SAP team coordinator.
- Was the SAT Test Center Supervisor and assist with other standardized testing programs.
- Coordinated auxiliary services with the Delaware County Intermediate Unit.
- Worked together with administrators, teachers, and parents to promote the welfare of students.
- Worked closely with school special services staff to meet the needs of each student.
- Presented appropriate classroom presentations for eleventh and twelfth grade throughout the year.
- Developed the Guidance Curriculum for all grades.
- Arranged Financial Aid Night.
- Organized the College Information Night for students and parents.
- Coordinated and supervised a “Pilot PSAT” in the spring of 2015.
- Created a “College Information Guide” for students and parents.

Saints John Neumann & Maria Goretti High School, Philadelphia, PA Guidance Director: September 2012 – June 2014

- Supervised the counseling staff and guidance programs.
- Facilitated the college and career programs.
- Assisted students with the college application process.
- Supported the standardized testing programs.
- Coordinated auxiliary services with the specific agencies assigned to the school.
- Collaborated with administrators, teachers, and parents to promote the welfare of students.
- Led the senior class to break the Neumann Goretti record for most scholarship money and per graduate totals two years in a row.
- Successfully integrated Naviance into the college application process.
- Initiated an “in-house” SAT prep course to help increase standardized test scores.

- Created a “College Information Guide” for students and parents.
- Planned a College Fair in the fall, Financial Aid Night in the winter and College Information Night in the spring for students and parents.

Archbishop John Carroll High School, Radnor, PA
Guidance Counselor: May 2002 – June 2012

- Helped students to understand and deal with social, behavioral, and personal problems.
- Provided assistance regarding decision-making and academic issues through routine guidance visits.
- Collaborated with administrators, teachers, and parents to promote the welfare of students.
- Assisted with course planning and selection.
- Offered individual and group counseling.
- Addressed specific concerns of students at-risk, or with identified needs, as part of the Student

Assistance Program team and SAP team coordinator.

- Advised students regarding college majors, admission requirements and college planning.
- Supported students with the college application process.
- Aided administration with discipline issues and provided students with group counseling when needed.
- Facilitated freshman orientation with other counselors.
- Presented appropriate classroom presentations for each grade throughout the year.
- Helped develop the “College Information Guide” for college bound students.
- Was the primary contact for Naviance Succeed, an electronic system that helps students and parents with college and career planning.

Teacher: Skills Development: September 2006 – June 2012

- Taught freshman basic learning skills in a classroom setting.
- Taught students how to recognize their weaknesses and utilize their strengths in learning situations.
- Guided students in recognizing and accepting their learning styles may differ from those of their peers.
- Worked individually with students to help them realize their potential.

Northeast Catholic High School for Boys, Philadelphia, PA September 2001 – April 2002 - FAST Counselor (Practicum): FAST Program (Falcons Achieving Success Today) was a co-curricular program that allowed Educators and FAST Counselors to provide services to freshman and sophomore students who were performing at a low academic level or had psychological and/or behavioral issues.

- Provided academic assistance, individual counseling, interventions, strategies and various group activities to approximately 85 freshmen and sophomore FAST students.
- Conducted consultations with administration, parents and teachers regarding students.
- Produced and conducted a 3 part study-skills workshop for students that focused primarily on interviewing guidelines, effective job application and résumé construction.
- Assisted the Guidance Department with sophomore students regarding their college intentions.

- **Member of the American School Counselor Association**