

## DANIELLE JUSTICE

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215-687-3409

### PROFILE

- Diligent employee who values relationships and works well in teams
- Able to meet deadlines by planning in advance and creating contingency plans
- Experienced in leadership roles and motivating others to fulfill work expectations
- Proficient in Microsoft Suite: Word, Excel, & PowerPoint

### EDUCATION

**Temple University – College of Education**, Philadelphia PA

May 2017

*M. Ed in Counseling Psychology*

**GPA:** 3.90 / 4.0

**The Pennsylvania State University**, Abington PA

December 2014

*B.A. Psychological & Social Services*

**GPA:** 3.43 / 4.0

**Honors:** Dean's List fall 2012, Abington Honors Program

### EMPLOYMENT

**Kelly Educational Services**, Philadelphia PA

February 2019-Present

*Substitute School Counselor - Sullivan Elementary School*

- Provide direct and indirect counseling services to schools ranging from K-5
- Create and administer needs assessments to form small groups
- Utilize effective crisis management to deescalate tense situations or disagreements
- Conduct meetings with parents and other stakeholders to ensure the safety and success of the students
- Collaborating with internal and external staff to create a positive environment for students and faculty
- Conduct individual counseling as well small group counseling to help students improve mentally, emotionally and academically
- Providing school counseling services for 150+ students

**Bright Horizons Early Education & Preschool**, Philadelphia PA

October 2017-February 2019

*Early Childhood Education Teacher – Child Care Center*

- Current Preschool Teacher tasked with managing a classroom of up to 10+ children between the ages of 3-4
- Prepare and provide proper classroom lessons to prepare 3 and 4-year old children for K-Prep
- Engage children in developmentally appropriate activities including, STEM, Art, Language, Reading and Cooking
- Ensure that the work space remains open, clean, organized, and safe for use
- Flexible and able to adapt when supporting other classrooms as necessary
- Interact with parents and caregivers to provide the best care possible for each individual child through parent teacher conferences and daily reports

**George Washington Carver High School of Engineering and Science, Philadelphia PA**      May 2016-May 2017  
*Practicum/Internship – School Counselor's Office*

- School Counseling intern supervised by a certified School Counselor
- Held individual meetings with 9<sup>th</sup>-12<sup>th</sup> grade students regarding academics, goals, personal and/or socio-emotional concerns
- Held individual meetings with 9<sup>th</sup>-12<sup>th</sup> grade students to work on executive functioning skills such as organizing notes, organizing classwork, time management and writing habits
- Trusted to handle multiple technical issues in the Counselor's Office and created spreadsheets for various events and student information
- Prepared and organized various college related documents and forms
- Held phone conversations with parents/guardians regarding their child's progress in school
- Organized and monitored college visits, financial aid nights, and our school's college fair
- Developed lesson plans based on mindfulness and self-awareness and presented them to college-bound students

**Abington YMCA, Abington PA**      September 2013-May 2017  
*Teacher's Assistant – Child Care Center*

- Taught age-appropriate independence, socialization, and academic skills to Pre-K children
- Managed inappropriate behaviors and used teachable moments and behavioral management to help children discern positive behavioral change
- Supported the lead teacher in creating and delivering lesson plans as well as managing a classroom of up to 20 children
- Improved the ability to interact with children and understanding their developmental milestones and timelines

**The Pennsylvania State University, Abington PA**      September 2011- December 2014  
*Help Desk Associate*

- Monitored campus computer labs to ensure proper performance and use of equipment
- Safeguarded with over \$100,000 in electronics and equipment
- Resolved technical problems for students and faculty
- Answered phone calls and supply information or transfer appropriately