

Danielle Symes

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EDUCATION

Masters of Arts, School Counseling; PPS Credential

July 2022 - Present

Chapman University (Expected graduation date: May 2024)

Bachelor of Arts, Psychology

Oct. 2020

University of California, Irvine

- Recipient of Dean's Honor Roll Award, 2015

PROFESSIONAL EXPERIENCE (*COUNSELING*)

Practicum Student

Rancho San Joaquin Middle School

Jan. 2023 - Present

- Provide individual counseling and student planning for 7th and 8th graders to support academic, social-emotional, and college/career needs.
- Create and present classroom guidance lessons focused on college/career exploration, academic accountability strategies, and social-emotional learning (e.g., stress management, coping skills).
- Develop and facilitate small group counseling for 7th and 8th grade students to support developing interpersonal and social skills. Topics include building confidence, making friends, conversation skills, and situation inferencing.
- Participate in IEP meetings involving stakeholders such as the vice principal, teachers, school psychologist, speech language pathologist, parents/guardians, students, and case managers.
- Participate in risk assessment and crisis response processes and protocols.

PROFESSIONAL EXPERIENCE (*WORKFORCE*)

Server

Social Costa Mesa

Oct. 2021 - Present

- Responsible for providing a high level of service and dining experience for restaurant patrons.
- Manage floor service area including intake of accurate orders, crafting cocktails, maintaining inventory, food and kitchen timing, knowledge of food menu items and boutique liquors, wines and craft beers.
- Service of private parties and events for guest count ranging from 20 to 100 patrons.
- Assist in opening/closing duties of bar and restaurant including daily sales reports, maintaining compliance of establishment regulations, and staff coordination of cash tip pools.

Caregiver (*part time*)

Burch Co.

Sept. 2020 - Jan. 2022

- Provide non medical, in-home care for a mentally and physically disabled patient.
- Assist with personal care duties to include: bathing, feeding, dressing, mobility assistance and medication.
- Transportation service for the patient's appointments, social meetings, and physical therapy.
- Participate in recreational activities that help promote social and sensory stimulation. Maintaining a positive demeanor and outlook, providing compassion and understanding in response to the patient's emotional needs and wellbeing.

Market Manager, Delivery

Sept. 2019 - July 2021

Talent Acquisition Specialist, Delivery

Nov. 2017 - Sept. 2019

Kforce

- Assisted in hiring decisions for my Delivery team; responsible for the training, mentoring and career development of 3 direct reports.

- Conducted weekly one-on-one meetings with team members and performed account or pipeline reviews.
- Rated in the Top 10% in the West Region for Consultant Care feedback in 2019 and 2020.
- Succeeded in bringing in \$450,000 in gross profit over a 3.5 year period. Consistently met my IPOA forecasting goals quarter by quarter.
- Full cycle recruitment for industries within banking, financial services, accounting, finance and healthcare. Passive pipeline build out of qualified candidates for potential opportunities within core industries and future client projects requiring a large contingent workforce.
- Performed follow-up calls after candidate placement to ensure the candidate is a fit within the role; Candidate coaching when necessary.
- Coordinated interviews between hiring managers and applicants. Worked closely with account managers to qualify and submit qualified candidates. Reviewed previous positions and job duties, reached out to professional references, aligned candidates with open positions to match their experience and needs.
- Coordination of Onboarding process: extending offers, obtaining verbal acceptance, assisting with background check and i9's, point of contact for Onboarding inquiries as needed.

PROFESSIONAL DEVELOPMENT

- **Cognitive Behavioral Intervention for Trauma in Schools** Nov. 2022
- **California Child Abuse Mandated Reporting for School Personnel**
Certificate of Completion Nov. 2022
- **Equity Literacy Training**
Certificate of Completion Feb. 2023

MEMBERSHIP AFFILIATION

- American School Counseling Association Member (ASCA), Sept. 2022 - Present
- California School Counselor Association (CASC), Sept. 2022 - Present

Systems	Virtual Engagement Tools	Applicant Tracking Systems
<i>Microsoft Office Suite, Google Office Suite, Zoom, QuickBooks, Canvas, Aeries, SPSS, Slack</i>	<i>Canva, Jamboard, Pear Deck, Kahoot, Blookit!, Padlet, Zoom Polls, Near Pod</i>	<i>LinkedIn Recruiter, Indeed, CareerBuilder, Zip Recruiter, Microsoft Dynamics</i>

ADVOCACY

Volunteer

Abolition Apostles Jan. 2021 - present
 Member of Abolition Apostles, an organization that offers moral and spiritual support to members of the community who are incarcerated by letter writing and community organizing. Communicate and offer support to two incarcerated individuals since my involvement in the program, in January 2021.