

Jennifer L. Nelson, Ed.S, MA, LPC, NCC

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EDUCATION

Education Specialist, Counseling Education

August 2011

Southeast Missouri State University, Cape Girardeau, MO

GPA 4.0

Specialty Emphasis: Supervision of Mental Health Counselors in Training

Core Interest Areas: Supervision Models, Supervisory Processes, Professional Development and Ethical Practice of counselors in training, Multiculturalism in Supervision.

Master of Arts, Community Counseling

August 2010

Southeast Missouri State University, Cape Girardeau, MO

GPA 4.0

Specialty Emphasis: Mental Health Counseling

Core Interest Areas: Helping Relationships, Professional Orientation and Ethical Practice, Social and Cultural Diversity

*Academic Distinction in Graduate Studies (4.0 GPA all semesters)

Bachelor of Arts, English (Creative Writing)

December 2004

Southeast Missouri State University, Cape Girardeau, MO

PROFESSIONAL EXPERIENCE

Interim Director

February 2017-Present

Office of Career Services, Southeast Missouri State University, Cape Girardeau, MO

- Maintained Coordinator duties in addition to taking on interim directorship for the unit.
- Directly supervise (1) career counselor, (1) coordinator of career planning, and (1) coordinator of employer relations in providing student services; lead initiatives affecting services and service delivery to meet diverse student population.
- Directly supervise (2) Graduate Assistants. Develop orientation/training and continued mentorship for all Graduate Assistants assigned to office (4 total).
- Provide oversight in the planning and execution of themed/special events, including Career Expos, on campus employer recruitment, and networking events.
- Foster continued synergy with academic advising; coordinate strategies to increase referral of exploratory majors or at-risk students to career counseling or development services in effort to increase retention and persistence of Southeast students.
- Enhance interactions with departments to increase career opportunities for students and alumni.
- Develop increased communication with academic departments to better capture post-graduate career outcomes data. Increased collaboration with university stakeholders in collection and reporting of information to state or national associations.
- Serve as financial manager for Career Services budget.

Coordinator, Career Counseling

July 2015-Present

Office of Career Services, Southeast Missouri State University, Cape Girardeau, MO

- Assist undergraduate and graduate students in launching their careers through 1:1 career counseling or career coaching. Major focus areas include: major and career exploration, career assessment interpretation, career planning, resume and cover letter preparation, professional communication, networking, interviewing skills, and internship and job search strategies.
- Provide supervision to (1) Career Counselor and (1) Career Counseling Graduate Assistant in a centralized career services office. Supplemental supervision to (3) additional Graduate Assistants as needed.

- Research, develop, and promote career-related programming and presentations intended for the classroom or targeted groups, as well as student organizations.
- Lead student outreach activities promoting career services including recruitment events, programs for new students, student life, and cross-promotion with other student-centered resources and offices.
- Participate in the execution of career fairs and other major theme programming or events.
- Lead the development and instruction of curriculum for the career proficiency standards set as a graduation requirement by the University.
- Provide training to faculty and professional advisers on the use of career assessment tools and how to support students exploring majors and careers.
- Develop ongoing relationships with faculty, staff, and administration to encourage full utilization of career services by students throughout the academic timeline.
- Research and remain current on employment trends, knowledge of the job market, salary data, and best practices for career services through participation in regional and national career organizations.
- Utilize and assist students with learning about job prospects via campus online career management system (REDHAWKjobs.com) and additional online job search and networking tools.
- Collaborate with career services staff to maintain a relevant website; contribute to the content development of resources and marketing materials.

Career Counselor

April 2014-July 2015

Office of Career Services, Southeast Missouri State University, Cape Girardeau, MO

- Provided individualized career counseling to students and alumni throughout the academic lifecycle on topics including: major and career exploration, career planning, resume and cover letter preparation and review, professional communication and etiquette, and job search strategies.
- Advocated for students in work with faculty, advisors, and college support services through collaboration and referral.
- Developed and presented career programming in classroom or workshop settings.
- Participated in outreach activities promoting career services both on campus and through community events.
- Remained current on employment trends and career development best practices through membership and participation in regional and national professional organizations.

Adjunct Instructor

August 2011-December 2012

Southeast Missouri State University,

August 2014-December 2015

Department of Educational Leadership and Counseling, Cape Girardeau, MO

- Taught didactic courses and supervised masters (M.A.) level counselors-in-training in Counseling Skills, Counseling Theories and Practicum courses.
- Viewed taped sessions of on-site counseling sessions and provided constructive feedback through individual and group supervision.
- Collaborated with site supervisors on student progress.
- Addressed issues faced in the clinical setting for both school and community mental health counselors through research and discourse.

Career Coordinator

July 2012-April 2014

Career Services, University of Missouri-St. Louis, St. Louis, MO

- Provided career counseling and related career development services to students and alumni of the University of Missouri-St. Louis. Individualized assistance for students and alumni included: resume reviews, interviewing skills, job search strategies, and assessment inventories.
- Collaborated with staff to present workshops and implement university wide programs.
- Established and maintained employer relationships to solicit job posting information and encourage hiring of UMSL graduates.

Contract Therapist

August 2011-November 2011

Tender Hearts Child Therapy Center, Cape Girardeau, MO

- Provided counseling services to children, adolescents, and families through individual and family therapy.
- Counseling and assessment of clients experiencing a range of cognitive, behavioral, and emotional issues; substance abuse; physical, emotional, or sexual abuse and/or neglect.
- Consulted with parents, teachers, juvenile officers, foster parents, case managers, and staff to provide appropriate continuity of care.

Therapist

January 2011-July 2011

New Vision Counseling, Cape Girardeau, MO

- Provided individual, family, group, crisis and assessment counseling services to children, adolescents and adults.
- Counseled clients experiencing a range of cognitive, behavioral, and emotional issues, substance abuse, physical, emotional, or sexual abuse and/or neglect, and federal offenders.

Counselor Intern

August 2009 – August 2010

New Vision Counseling, Cape Girardeau, MO

- Provided individual, couples, and group counseling services to men, women and adolescents with a range of diagnoses including: anxiety, depression, substance abuse, Posttraumatic Stress Disorder, Bi-Polar, and personality disorders.
- Actively developed counseling skills and theoretical orientation in a professional setting paying attention to ethical guidelines.
- Consulted frequently with site supervisor, university supervisor, and office staff on client cases.
- Enhanced and developed professional skills and professional counselor identity.

Graduate Assistant

August 2008 – August 2010

Student Support Services, Southeast Missouri State University, Cape Girardeau, MO

- Counseled students on an individual and group basis as part of a federally funded grant program targeting first-generation, low-income, and/or disabled students in the University setting.
- General responsibilities included: intake appointments for prospective program participants, college success plans and academic counseling for at-risk students, and participation in campus-wide events as part of recruitment efforts.
- Served as a resource for students who are marginalized in the university setting and empowered them to graduate with a Bachelor’s degree. Awareness of multicultural aspects affecting minorities, women, disabled and non-traditional college students was critical to role as a student mentor.

LICENSES/CERTIFICATIONS/ MEMBERSHIPS

Licensed Professional Counselor, Missouri	June 2011-Present
Approved Licensure Supervisor, Missouri	December 2016-Present
National Certified Counselor	September 2010-Present
National Career Development Association	July 2014-Present
National Association of Colleges and Employers	July 2014-Present
Gateway Career Services Association	July 2012-Present
American Counseling Association	July 2009-July 2015

PUBLICATIONS

Tapp, M., and **Nelson, J. L.** (2017). Career Planning—What first year students need to know. Book chapter in *First Year Seminar: Connecting to Southeast*. Southeast Missouri State University.

Pope, V. T., Ward, J. E. and **Nelson, J. L.** (2011). *Report to Cape Girardeau County citizens: Assessing the need for children's services and projecting the costs for expanding targeted services*. Putting Kids First Consortium.

Harrawood, L. K., McClure, C. C., & **Nelson, J. L.** (2011). Using experiential activities to prepare counselors-in-training to understand the power of cravings when addressing clients with addiction. *Journal of Creativity in Mental Health*,6(2), 1-13.

Lloyd, A. P., Feit, S. S., & **Nelson, J. L.** (2010). The evolution of the counselor educator. *Counseling Today*,53(5), 58-59.

PRESENTATIONS

Career Services Overview for UI100 (first year experience), Southeast Missouri State University, classroom presentations conducted multiple times each semester

"Major" Decision-making 2016, SEMO Athletics BRIDGE Program, Southeast Missouri State University, Fall 2016, Summer 2017

Resume and Cover Letter Writing for TESOL Graduates, Southeast Missouri State University, Spring 2016

Begin with the End in Mind: Student Employment and Career Planning, First STEP new student Orientation break-out sessions held over 13 separate dates, Southeast Missouri State University, 2015, 2016, 2017

Now What? Creating a Job Search Strategy, Southeast Missouri State University, classroom or group presentation conducted multiple times each semester

So you think you can interview? Southeast Missouri State University, classroom or group presentation conducted multiple times each semester

Resume and cover letter writing, Southeast Missouri State University, classroom or group presentation conducted multiple times each semester

Highlighting leadership experience: BRAND Academy workshop, Southeast Missouri State University, Fall 2014

LinkedIn and Beyond, University of Missouri-St. Louis, Spring 2014

Targeted Resume Writing Workshop, University of Missouri-St. Louis, Fall 2012, Spring 2013, Fall 2013, Spring 2014

Majors, Careers, and Job Search Oh My!, University of Missouri-St. Louis, Spring 2013, Fall 2013

Job Search Strategies Workshop, University of Missouri-St. Louis, Spring 2013

Empowering Communities Through Innovative Scholarship In Sex Offender Education and Treatment: Recommendations For Counselor Training, (Co-presenter) Rocky Mountain Association for Counselor Education and Supervision Conference, Jackson Lake Lodge, WY; October 2, 2010.

Experiencing Diversity and Multicultural Awareness as Counseling Graduate Students in a Cultural Experience in Fortaleza, Brazil, (Poster session co-presenter) 18th Annual Student Research Conference, Southeast Missouri State University, Cape Girardeau, MO; April 14, 2010.

Understanding Yourself as a College Student, Southeast Missouri State University, Cape Girardeau, MO; April 15, 2009

Academics with the Added Touch of Success, Southeast Missouri State University, Cape Girardeau, MO; April 22 2009

PROFESSIONAL DEVELOPMENT

Reentry Simulation, Missouri Department of Corrections, Cape Girardeau, MO June 15, 2017

Master Advisor Program, Southeast Missouri State University May 18, 2017

Supporting Specific Student Populations through Career Services and Employer Development, Gateway Career Services Association (GCSA) spring conference, St. Louis, MO April 29, 2016

NACE Assessments for Coaching Intensive, Fenton, MO January 8, 2016

Military Career Pathways, Kansas City Recruiting Battalion Tour, Fort Leonard Wood, MO June 9-11, 2015

Student Veteran's Core Competency Training (UC4), Center for Deployment Psychology held at Southeast Missouri State University, Cape Girardeau, MO June 26, 2015

Technology in Career Services, Gateway Career Services Association (GCSA) spring conference, St. Louis, MO April 25, 2015

Assessing and Managing Suicide Risk: Core Competencies for Mental Health Professionals, Suicide Prevention Resource Center held at Southeast Missouri State University, Cape Girardeau, MO March 30, 2015

Autism, Developmental Disabilities and the DSM-5 Diagnostic Framework, Southeast Missouri State University Autism Center Summer Institute 2014, Cape Girardeau, MO June 16-17, 2014

Gateway Career Services Association (GCSA) spring conference, Elsah, IL April 25, 2014

Create, Innovate, Energize, Midwest Association of Colleges and Employers (MWACE) annual conference, Chicago, IL July 29-31, 2013

Gateway Career Services Association (GCSA) spring conference, Belleville, IL April 26, 2013

Creating Leadership and Scholarship Through Innovation & Empowerment, Rocky Mountain Association for Counselor Education and Supervision annual conference, Jackson Lake Lodge, WY September 30-October 3, 2010

Counselors in the Courtroom, New Vision Training Institute, Cape Girardeau, MO July 9, 2010

The Impasse of Infidelity, New Vision Training Institute, Cape Girardeau, MO May 28, 2010

<i>Counseling: Growth, Resilience and Healing</i> , American Counseling Association of Missouri annual conference, Jefferson City, MO	April 16, 2010
<i>Counseling Ethics in Today's Practice</i> , New Vision Training Institute, Cape Girardeau, MO.	October 30, 2009
<i>A Guide for Mandated Reporters: Preventing, Recognizing & Reporting Child Abuse</i> , Southeast Missouri Network Against Sexual Violence, Cape Girardeau, MO	October 19, 2009
<i>Estudos Fenomenologicos Existenciais</i> , Universidade de Fortaleza-UNIFOR Fortaleza, Ceara, Brazil. -Cultural immersion experience involving on-site qualitative research in the metropolitan area of Fortaleza	June 10-28, 2009
<i>Tutor Training for Students with Disabilities-Are Your Programs Adequate?</i> Southeast Missouri State University, Cape Girardeau, MO	February 25, 2009