MARCUS DELGADO

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SUMMARY

Certified guidance counselor with 5 years of counseling in grades 6-12, now responsible for academic, college and career counseling for 350 high school students. Uses data analysis of grades, attendance and test scores to plan interventions, and handles crisis intervention, course scheduling and parent communication with strong organizational skills.

SKILLS

- Counseling
- Crisis Intervention
- Data Analysis
- College and Career Readiness
- Course Scheduling
- Naviance
- Standardized Test Interpretation
- Excel
- Organizational Skills
- Communication Skills

CERTIFICATES

Pennsylvania Educational Specialist I Certificate - School Counselor PK-12

Pennsylvania Department of Education
06/2021

EXPERIENCE

Guidance Counselor

Three Rivers Catholic High School • Pittsburgh, PA
08/2023 - Present
Private co-ed high school of 720 students; two-counselor guidance office.

- Advise **350** students in grades 9-12 on course selection, college applications and career plans.
- Analyze PSAT, SAT and grade data each semester, placing 64 students into tutoring or honors courses.
- Write 140 recommendation letters a year; 96% of seniors were admitted to a college or trade program.
- Manage 25 crisis intervention cases a year with the school psychologist, documenting safety plans the same day.

School Counselor

Oakmont Ridge Middle School • Monroeville, PA
08/2021 - 06/2023
Public middle school of 900 students in grades 6-8.

- Provided individual and group counseling to **300** students on study skills, peer conflict and anxiety.
- Built the course scheduling plan for the 8th grade move to high school, registering 280 students on time.
- Held 120 parent conferences a year, using clear communication skills to explain grades and support plans.
- Introduced Naviance career interest surveys for all 8th graders and reviewed results in small groups.

Graduate Assistant, Career Development Center

Duquesne University • Pittsburgh, PA • 08/2019 - 05/2021
University career office serving 5,000 undergraduates.

- Met with 15 undergraduates a week for resume reviews and career interest inventories.
- Organized 4 employer panels a year, each drawing 80+ students.
- Tracked appointment data in Excel and reported monthly usage to the center director.

EDUCATION

Master of Science in Education

Duquesne University • Pittsburgh, PA • 05/2021
School Counseling