

Amanda J. Boland, MS, LPC

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PROFESSIONAL PROFILE

- Excellent counseling, communication, and professional development presentation skills with over 12 years of experience in working with all college majors, graduate and professional students; specifically pre and current Allied Health, Dental, Medical and Nursing students for the past five years
- Passionate in guiding young and older adults in formulating and implementing career goals and personal paths
- Experienced public speaker and presenter on professionalism in the workplace, social media, etiquette, interviewing, and resume and curriculum vitae writing
- Demonstrate a personal and professional commitment to the empowerment of all students
- Strong commitment to helping others find their passion in the work environment
- Serve as graduate internship supervisor for Career Services

CERTIFICATIONS and LICENSURES

- **Licensed Professional Counselor (LPC)**, August 2014-Present
- **Licensed Associate Professional Counselor (LAPC)**, October 2012-August 2014
- **Job and Career Development and Transition Coach**, *Career Planning and Adult Development Network*, 2010-Present

EDUCATION

Augusta State University

Master of Science in Psychology, Clinical Track

- GPA: 3.53/4.0, Cum Laude

Augusta, GA

July 2007

Campbell University

Bachelor of Business Administration

Buies Creek, NC

December 1985

CAREER ADVISING EXPERIENCE

Augusta University Career Services

Senior Career Consultant

Augusta, GA

October 2007-Present

- Consistently generate over 400 appointments yearly to help current students and alumni define and outline career planning goals and objectives
- Critique over 900 resumes and curriculum vitae every academic year
- Provide quality customer service to students through being accessible to their needs and giving comprehensive assistance with job search strategies and goal attainment; resume, personal statements and cover letter writing; internship, volunteer, job shadowing, and full and part time job placement
- Provide a variety of assessments to identify and interpret motivating and burn out skills, personality traits, values, and interests to individuals and classes
- Establish partnerships with academic areas and student advising programs to include Allied Health and Medical Schools due to consolidation
- Coordinate and present professional development presentations for spring Athletic Series, Medical School Residents, Nursing and all other Allied Health Programs, and community Workforce Development Series
- Conduct marketing outreach to students across campus to raise awareness of job search skills, career planning and general career services
- Coordinate and conduct presentations for orientation, prospective students and parent groups, and various campus organizations and clubs
- Initiated, organized, and coordinated a Clothes Closet that opened twice a year for all students providing free professional suits for interviewing
- Serve as trainer for professional development Etiquette Program and other career related topics for Athletic Series and community youth leadership groups
- Provide support to Career Consultants as needed to meet the goals of same day service and recruitment needs, workshops, presentations and appointments
- Manage and assist with career development events for students from combined campuses and employers to include the annual Career Expos, Etiquette Banquet, Networking Workshop, Community Involvement Fair and CareerFest
- Maintain all databases and student documentation on Career Service's past Career Link System and current Handshake Systems
- Manage Career Services social media Facebook, Twitter, Instagram and Pinterest accounts

Career Advisor for Medical, Dental, and Allied Health Programs

January 2013-Present

- Present presentations each semester to all Dental, Medical, Nursing and Allied Health Programs, graduate and undergraduate, on resume writing, interviewing and residency/job search
- Serve as Career Consultant for all Health Services majors which includes most Pre-Allied Health/Health Professions majors
- Provide professional resources to residents, interns and students for resume and curriculum vitae writing and interview preparations
- Initiated, developed and created a program statistics chart for 2015 by collaborating with all Allied Health, Dental, Medical and Nursing faculty and administrators and update each year.
- Collaborate with faculty in providing alternative options for failing students
- Support the Medical and Dental School's summer and specific programming (SEEP and Ignite The Dream) throughout the year for student groups preparing for professional admittance
- Serve as liaison to faculty and staff from Health Science campus to the Summerville Campus
- Critique and review resumes, CVs, cover letters and personal statements for students continuing their education or beginning their job search

Career Advisor for Nursing Majors

August 2010-Present

- Conduct mock interviews for all graduating nursing students to include our Bachelor of Science and Master of Science, Clinical Nurse Leader Program, on Augusta and Athens campuses and other students as requested
- Partner with Academic Advising for specialized programing for pre-nursing majors educating students on skills and fit needed for nursing program
- Provide presentations for "Interview Etiquette and Resume Writing" for graduating nursing students each year through Echo Recording
- Presented "Dress for Success" presentation for nursing classes to discuss proper attire for research presentations and job interviews
- Assist professors each year with student resume critiques

Career Advisor for Master of Science in Psychology

October 2007-Present

- Coordinated and organized counseling forums hosting local professionals representing various areas of counseling and inviting interested students to attend
- Serve annually on graduate panel for Master of Science Psychology Program's forum
- Present "Overview of Career Services" and "What to do with a Major in Psychology", "Resume Writing and Interviewing" presentations to undergraduate internship and graduate career classes

Professional Scholars

August 2014-Present

- Serve as Career Consultant for all Medical and Dental scholars through mock interviews and resumes reviews
- Present programming on Professionalism, Etiquette, Professional Dress and MMI/Traditional mock interviews

Career Advisor for Biology Majors (Pre-Med, Pre-Dental, Pre-Allied Health)

October 2007-May 2016

- Collaborated and initiated programing with department chair and faculty for students seeking science related volunteer opportunities or internships, and/or part or full time jobs
- Presented overview of career options for biology majors in Biology 1107 classes creating an average of 20 appointments from each class in an effort to decrease Biology major changes and dropout rates
- Provided recruitment, informational seminars, and mock interviews for students interested in medical, dental and other graduate and professional schools
- Assisted department with special programs of advising to aid in retention of students and promote career planning awareness by offering up to 20 office hours within the Biology Department during advising week
- Worked closely with GHSU Allied Health representatives and departments to coordinate programing for the annual Allied Health Program forum prior to consolidation
- Increased individual appointments with biology majors from 2010 to 2011 by 57 percent after a concerted effort to raise awareness of career options for at risk students in this major

Career Advisor for Undeclared Majors

October 2007-May 2016

- Initiate specialized programming in career exploration targeted to undeclared students
- Maintain proficient use and ability with Georgia Career Instrument of Assessment (GCIS) and GACollege41, and additional resources in order to guide and interpret use of assessments with all students
- Use a variety of assessments to identify skills, interests, values and personality of students
- Planned and implemented the first Major Fest and coordinated efforts with Academic Advising for future programming

SUPERVISORY EXPERIENCE

Graduate Internship Supervisor, Career Services

January 2015-Present

- Initiate and screen potential interns for Career Services with first graduate intern in spring semester 2015
- Train, monitor, assess, and collaborate with intern completing required graduate hours
- Provide professional development guidance and support to intern through one hour weekly supervision meetings
- Monitor and review notes of intern’s student contact hours

PRESENTATIONS

Faculty and Staff

- Using LinkedIn for Professional Networking
- Overview of Career Services
- Etiquette Dining and Interviewing
- DISC and Values Assessment Interpretation

Students

- Interviewing
- Resume and CV writing
- Job Search
- Using Social Media for Job Search
- Creating and Using LinkedIn
- Preparing for Career Fairs
- Overview of Career Services
- Allied Health and Other Medical Career Opportunities
- Preparing for Residency Interviews
- Medical Major Options at Augusta University
- Professionalism in Healthcare
- DISC and Values Assessment Interpretation
- Various Personality Traits Interactive Workshops

Community

- Medical Majors at Augusta University
- Columbia County Youth Leadership, *Professional Etiquette in the Workplace*
- Overview of Career Services for visiting students
- Medical Options in Healthcare and Career Discussions at local elementary and high schools

INTERNSHIP EXPERIENCE

Serenity Behavioral Health Systems

Augusta, GA

Individual and Group Therapy Intern

January 2007-May 2007

- Provided personal and group counseling for 225 hours to satisfy graduate program requirements
- Screened and assessed candidates for group therapy sessions
- Developed strong professional relationship with weekly clients
- Facilitated group therapy sessions with men diagnosed with Schizophrenia and Substance Abuse and with adults regarding stress management
- Co-led group therapy session with court-appointed adults regarding anger management

Augusta State University Counseling Center

Augusta, GA

Personal, Academic and Career Counseling Intern

August 2006-December 2006

- Provided personal, academic, and career counseling to college students for 225 hours to satisfy graduate program requirements
- Administered and scored career assessments (MBTI, SII, and SDS)
- Created and facilitated seminar regarding happiness and overall life satisfaction
- Presented MBTI interpretations and results to ASUO classes, Augusta State University Orientation classes
- Met with supervisor weekly to discuss client cases and projects

Transitions of Augusta

Augusta, GA

Assessments and Group Therapy Intern

May 2006- August 2006

- Completed 75-hour internship to satisfy graduate program requirements
- Administered and scored assessments (MMPI-A, WAIS, WRAT, BDI, KBIT 2, MDI, PSI, Vineland)
- Led and co-led group therapy sessions with young adolescents diagnosed with ADHD, Asperger’s Syndrome, Autism, and other behavior disorders
- Led group therapy sessions with adolescent female victims of sexual and physical abuse

VOLUNTEER EXPERIENCE

- **Reid Memorial Presbyterian Church**, *Stephens Minister*, 2018-Present; *Elder*, 2013-2016; Adult Ministry Committee, *Chair*, 2013-2016; Administrative Committee, *Member*, 2006 – 2013; *Assistant Treasurer*, 2010- Present; Youth Committee, *Member*, 2008-2010; *Youth Adult Volunteer*, 2004 – Present; *Deacon*, 2009- 2012; *Mother's Day Out Teacher*, 1995-1996, VBS, *Director*, 1999 and 2004
- **Lakeside High School Soundsation Showchoir**, *Volunteer*, 2008-2014; *Fundraiser Chair*, 2011-2014
- **Stallings Island Middle School**, *Volunteer*, 2006-2010
- **Stevens Creek Elementary School**, *Room Mom Volunteer*, 2004-2006
- **Multiple Public School Systems**, Nationwide, US, *Room Mother*, *Substitute Teacher*, *Committee Planner*, *Neighborhood Representative*, 1994-2014
- **Friendship Center**, Augusta, GA, *Mental Health Volunteer*, 2005
- **Girl Scouts of America**, Nationwide, US, *Brownie Leader/Volunteer*, 1994-2000; 2003
- **Multiple Presbyterian Churches USA**, Nationwide, US, *Youth Leader Assistant*, *Search Committee Member*, *Interfaith Hospitality Network*, *Youth Board Member*, *Sunday School Teacher*, 1984-present

ADDITIONAL WORK EXPERIENCE

- **Medical University of South Carolina**, Charleston, SC, *Transplant Financial Counselor*, 1993-1994
- **Department of Social Service**, Charleston, SC, *Medicaid Eligibility Caseworker*, 1991-1993
- **Department of Family and Children Services**, Atlanta, GA, *Senior Eligibility Caseworker*, 1989-1991

AWARDS

- **Outstanding Graduate Research Presentation Award**, *Augusta State University*, April 2006
- **Southeastern Psychological Association Graduate Student Research Award**, *53rd Annual Meeting*, February 2007

HONORS/AFFILIATIONS

- **American Counseling Association**, *Member*, 2013-Present
- **National Association of Colleges and Employers**, *Member*, 2007-Present
- **Georgia Association of Colleges and Employers**, *Member*, 2007-Present
- **Georgia Career Development Association**, *Member*, 2007-2013
- **Psi Chi, Psychology Honor Society**, *Member*, 2005-Present
- **North American Association of Masters in Psychology**, *Member*, 2006-2009
- **Georgia College Counseling Association**, *Member*, 2007-2009
- **Southeastern Psychological Association**, *Member*, 2006-2009

SKILLS

Proficient with Microsoft Word, PowerPoint, Excel, Outlook, Symlicity, Handshake, Social Media and the Internet