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| Jane Doe | | |
| Summary  Compassionate and dedicated recent graduate with a degree in psychology. Eager to apply counseling skills to support individuals facing mental health challenges. Strong interpersonal skills with a commitment to fostering a supportive environment.  Work Experience  **Mental Health Intern Jan 2023 – Present**  Springfield Counseling Center Springfield, IL   * Assisted licensed counselors in conducting individual and group therapy sessions, leading to a 15% improvement in client satisfaction ratings. * Conducted initial assessments for new clients, effectively gathering critical information to inform treatment plans.   **Volunteer Counselor Jun 2022 – Dec 2022**  Local Support Line Springfield, IL   * Provided support to individuals in crisis through active listening and resource referral, contributing to a 20% increase in successful call resolutions. * Participated in training sessions to enhance crisis management skills and improve response strategies.   Education Bachelor of Arts: Psychology Jan 2022 *University of Springfield**Springfield, IL*  certifications   * CPR and First Aid – American Red Cross – 2022 | Contact  (123) 456-7890  jane.doe@example.com  Springfield, IL 62701  Skills  Active Listening  Empathy  Crisis Intervention  Behavioral Analysis  Group Therapy  Client Assessment  Conflict Resolution  Cultural Competence  Time Management |