

MARIA SPENCER

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E-Portfolio: www.mariaspencerschoolcounselor.com • SchoolTool, Aspen, Synergy, Frontline, Google Suite, Scoir, Naviance

EDUCATION

Russell Sage College, *Estevos School of Education, Troy, NY — Fall 2021 - December 2023 — GPA 4.0*

MS Professional School Counseling; Certificate of Advanced Study in Inclusive Practices

Union College, *Schenectady, NY — 1993 - 1997— GPA 3.67*

BA English Literature, Minor Spanish. *Magna cum laude*; Senior Honors Thesis published: *Minerva Review*.

INTERIM SCHOOL COUNSELOR

RCS High School, *Ravena, NY — April 2024 – June 2024*

School counselor for approximately 180 students in grades 9-12. Case manager for students with 504 plans. Worked with counseling team and administration to create master schedule for 2024/25 school year and resolve scheduling conflicts. Monitored academic performance data and implemented interventions for students at risk. Conducted junior meetings. Worked alongside social work team to arrange housing or aid for students in crisis, support students with open CPS cases. Arranged CTE programming. Programmed for Junior/Senior Awards, graduation, and other end of year events. Determined diploma type for seniors, reworked schedules to ensure completion of diploma requirements after class failures. Collaborated with counseling team, administration, faculty and staff, and families to advocate for all students in caseload.

SCHOOL COUNSELING INTERNSHIP & PRACTICUM

Bethlehem Central High School, Supervisor Deborah Zeh; *Delmar, NY — August - December 2023*

Provided career, college, and social emotional counseling for all students on caseload. Offered advocacy and study skills sessions for academically at-risk students. Participated in Bridge 2 College programming.

Stephen & Harriet Myers Middle School, Supervisor Kristy Koldis; *Albany, NY — April - July 2023*

Monitored data for academically at-risk and chronically absent students, provided individual counseling and small group work for students. Supported students at summer school.

Mary E. Dardess Elementary School, Supervisor Renee Morgan; *Chatham, NY — January - April 2023*

Provided social emotional and academic counseling for students in the BRYT crisis intervention center.

SUBSTITUTE TEACHER

Chatham Central School District, *Chatham, NY — 2022 - 2023*

East Greenbush Central School District, *East Greenbush, NY — 2022 - 2023*

GRADUATE ASSISTANT

Russell Sage College, *Office of Graduate Admissions, Albany, NY — 2021 - 2023*

Conducted outreach to potential and existing applicants, maintained database, assisted at events.

LABOR AND POSTPARTUM DOULA

NYC Doula Collective, *New York, NY — 2009 - 2013*

Supported expectant and new families pre- and postnatally.

EDITOR

Freelance Editor, *Chatham, NY and New York, NY — 2004 - present*

Copyedit, proofread, and/or write copy for organizations on a freelance basis.

Managing Editor, *CMP Media — New York, NY — 2001 - 2004*

Collaborated with Editor in Chief to create design and content. Created and enforced production schedule. Liaison with editors, staff and freelance writers, editors, and copy editors, production team and printing houses. Final editor on all written copy. Wrote monthly editorial column and developed content when needed. Created and produced monthly newsletter. Supervised design, layout, editorial content of magazines and journals. Hired and managed freelance writers and copy editors.

Assistant Managing Editor, *Miller Freeman — New York, NY — 2000 - 2001*

Created and maintained house style guide. Line- and copyedited for multiple trade magazines and publications. Liaison between freelancers, editorial, publishing, and design teams.

Coordinating Editor: *Avon Products — New York, NY — 1998 - 2000*

Managed freelance copy editors, liaison between editorial, design, advertising, sales, and production house.

MIGRANT EDUCATION SPECIALIST

North Country Migrant Education Program, *Canton, NY — 1997 - 1998*

Supported students in academic and social development. Advocated for member families.