

# KELLY LEE

562.667.6803

[in LinkedIn.com/in/kellymarielee/](https://www.linkedin.com/in/kellymarielee/)

[counselorklee.journoportfolio.com/](http://counselorklee.journoportfolio.com/)  
[@counselor\\_klee](https://twitter.com/counselor_klee)

[lee.kellymarie@gmail.com](mailto:lee.kellymarie@gmail.com)

Anaheim, CA

## EDUCATION

M.Ed SCHOOL COUNSELING  
University of Southern  
California  
2018 - 2020

B.A. PUBLIC RELATIONS  
San Diego State University  
2014 – 2016

A.A. LIBERAL STUDIES  
Cypress & Fullerton College  
2011 – 2014

## // SKILLS

Mandarin | *Advanced verbal*  
ASL | *Beginner*  
Program coordination  
Aeries  
Qualtrics  
IEP, 504 Plan Knowledge

## INVOLVEMENTS

SCHOOL COUNSELORS OF  
TOMORROW (SCOT USC)  
2018 – 2020

Orange County Counselor  
Symposium 2019 – attendee

ASCA Annual Conference “No  
Limits” 2022 – attendee

## CERTIFICATIONS

Pupil Personnel Services (PPS)  
COLLEGEBOARD  
AP Program (0.2 CEU)  
SAT (0.1 CEU)

SAT & COVID19 (0.1 CEU)  
Solution-Focused Connection  
(1 hour)

## PROFESSIONAL COUNSELING EXPERIENCE

### INTERVENTION COUNSELOR *Los Alamitos High School | Los Alamitos, CA | Feb – present*

- Conduct 6-12 individual student check-ins using cognitive behavioral, person centered, and solution-focused approaches to address anxiety, academic performance, and mental health
- Collaborate with school psychologist team to facilitate student schedules for academic skills lab and other intervention placements; consult with teachers for classroom management
- Meet with students and parents regarding career and educational goals and review transcripts for graduation and A-G requirements
- Recommend strategies for students to increase motivation and improve study habits
- Support staff on an as-needed basis; assignments completed were: CAASPP test proctoring and an academic skills lab
- Host an academic bootcamp every Monday to Thursday during afterschool hours for at-risk 9<sup>th</sup> and 10<sup>th</sup> graders who need grade remediation

### HIGH SCHOOL COUNSELOR *Kahuku High School | Kahuku, HI | Jan 2021 – 2022*

- Supported a regular caseload of 10-12 students on a weekly to twice-a-week basis with counseling in the form of individual check-ins, talk therapy, and worksheets
- Worked with the behavioral health specialist team to create plans for student caseloads
- Developed monthly advisory lessons for student wellness and success. Topics ranged from college/career preparedness, resume-building, FAFSA/scholarships and SEL learning, exploring professions, and suicide prevention.
- Assisted students with class selection/scheduling, registration, and transitions into grade levels. Freshman students are debriefed with a 4-year plan.
- Counseled students using solution-focused, person-centered and reality therapy approaches to address issues such as academic performance, social skills, attendance, and personal habits
- Facilitated weekly team meetings for Section 504 students and team members in plan reviews, re-evaluation, and/or student and teacher progress report meetings
- Discussed student classroom performance and data as input to target individual, group, and overall student counseling needs and interventions, e.g: counselor surveys and postings
- Measured effectiveness of counseling interventions and actions made through Tier 1-3 and discuss those results with admin in weekly meetings
- Acted as a school-wide test proctor for the ACT standardized testing
- Publicized weekly announcements on Google Classroom with wellness tips, scholarships, and other school-wide changes
- Collaborated with district-wide staff and community members to provide resources to students seeking additional services in and outside their homes

### INTERIM HIGH SCHOOL COUNSELOR

*Moanalua High School | Honolulu, HI | Nov – Dec 2021*

- Performed substitute counselor duties for students with last names Fe-K
- Weekly counseling team meetings were focused on intervention strategies, school events, and student data
- Conducted 10-12 individual counseling sessions weekly with students who needed additional academic and emotional support, intentional counseling used was cognitive behavioral and solution-focused
- Acted as a school-wide proctor for the PSAT

### FIELDWORK EXPERIENCE

La Habra City School District (*Intern*) May – Dec 2019

Sites: Arbolita Elementary, Sierra Vista Elementary, Washington Middle School

Pasadena Unified School District (*Intern*) Jan – May 2020

Sites: Blair High School