

Stephanie J. Jacovino

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Education

- Pace University, Pleasantville, NY**
- BA Applied Psychology and Human Relations*** 09/2011-05/2015
- Minor: Criminal Justice
 - Pforzheimer's Honors College
 - GPA: 3.78
- MS Alcohol and Substance Abuse Counseling*** 05/2015-Present
- Pforzheimer's Honors College
 - GPA: 4.0

Professional Experience

- Dean of Students/Community Standards and Compliance, Pleasantville, NY** 10/2015-Present
- Graduate Assistant***
- Help assess the climate of sexual assault on campus
 - Aid in the planning and organization of commencement
 - Tasks assigned by the Dean of Students and Assistant Dean
- Cognitive and Behavioral Consultants, White Plains, NY** 09/2014-01/2015
- Administrative Office Intern***
- Overseeing files, client charts, and available forms/paperwork
 - Tasks assigned by various counselors and supervisors
- Hope's Door Domestic Violence Shelter, Pleasantville, NY** 01/2014-05/2014
- Nonresidential Office Intern***
- Overseeing and maintaining client files and records
 - Childcare services for clients' children, and children in counseling
 - Tasks assigned by various counselors and directors
- Dunkin' Donuts, Newtown, CT** 12/2009-Present
- Shift Manager, Crew Member***
- Overseeing scheduling and aid in employee evaluations
 - Training new employees

Activities

- American Youth Soccer Organization** 09/2004-09/2012
- Assistant Coach***
- Supervising players at all games and practices
 - Overseeing children ages eight through sixteen
 - Teaching players new skills, activities, drills, etc.

Skills

- **Computer:** Microsoft Word, Excel, Powerpoint, Publisher, Outlook; Adobe InDesign, Illustrator; Google Drive, Google Calendar, Mac and PC proficient etc.
- **Social Media:** LinkedIn, Blogger, ePortfolio, HootSuite, Google+, Facebook, Twitter, Instagram, YouTube, Pinterest, Weebly, etc.
- **Personal:** Multitasking, Communication, Organization, Interpersonal Skills, Dependability, Ambitious, Trustworthy, etc.