

Christie Jones

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LinkedIn: [LinkedIn.com/in/christie-jones-bb14765/](https://www.linkedin.com/in/christie-jones-bb14765/)

Citizenship: (Yes)

Desired Locations: (Washington, D.C., VA, MD)

Availability: Permanent

Work Schedule: Full-Time

Special Hiring Authority: (N/A)

Federal Experience: (No)

Security Clearance: (Eligible)

PROFILE SUMMARY

Competitive, astute, and dedicated professional with over eighteen **(18)** years of experience as a counselor and school and parent partner advocating for students' personal, social, and academic needs. Diligent in maintaining and updating knowledge of business concepts, principles, and practices, complemented with innate ability in providing executive support to leadership. Extensive experience in analyzing problems to optimize the workforce and/or schoolforce by realigning and refining business operations and processes. Contributes to the business mission, vision, and values by improving performance, profitability, growth, and employee engagement. Possess excellent ability to address and implement strategic plans for career counseling, talent acquisition, retention, and succession planning. Committed to quality and excellence.

PROFESSIONAL SKILLS

Personnel & Human Resources
Change Management
Diversity / Inclusion
Harassment Prevention
Process Improvement
Leadership Development

Communications
Staffing & Recruitment
Strategic Planning
Conflict Resolution
Performance Management
Career / Guidance Counseling

Program Management
Complex Decision Making
Research & Program Evaluation
Talent Sourcing
Partner Outreach & Engagement
Administrative Support

PROFESSIONAL EXPERIENCE

Senior Data Specialist

Healthy Solutions, LLC

Maryland

10/2014 – Present

Salary/Year: Varies per grant

Hours/Week: Varies per grant

Supervisor: Euniesha Davis, Phone: 301-267-1768; Contact: Yes

Duties, Accomplishments, and Related Skills:

Serves as a companywide consultant and data specialist leveraging advanced educational lessons and analytics for Maryland 21st Century Grant. Engages in projects that drive value and improve education curriculum units to be used in Maryland public schools. Proficiency in acquiring, organizing, and manipulating large amounts of data. Develops and maintains

education assessments. Creates social emotional learning workshops to present to after school facilitators. Plans, designs, and creates written documentation related to assignments. Collaborates with administrative staff in fulfilling their company needs to include creating teacher tips for online and in person learning focusing on building character, and monthly lesson plans. Plans, designs, and creates written documentation related to assignments.

Elementary School Counselor
Stafford County Public Schools
Stafford, VA

08/2002 – Present

Salary/Year: \$60,000

Hours/Week: 40

Supervisor: Susan Weiderhold, Phone: 555-555-5555; Contact: Yes

Duties, Accomplishments, and Related Skills:

Serves as an advocate for children and provides counseling to individuals and group sessions to assist with education, academic achievement, social needs, and mental and physical health. Counsel's families of diverse backgrounds on issues centered on managing children's concerns. Collaborates on school-wide initiatives such as student scheduling, school open house, student mentoring, and progress reports. Provides leadership and guidance during cases of student conflict and helped the involved parties learn better problem-solving skills. Functions as coordinator and co-chairperson of several school programs and teams such as the School Improvement Plan, Attendance Team, Crisis Team and Response to Intervention (RTI) committee team. Assists teachers, administrators, and parents in the promotion of a better understanding individual behavior and human relationships including, but not limited to, brain compatibility, personality types and learning styles. Unites community organizations in partnership to pool resources, information and to work together to advocate for the children's education and development.

EDUCATION AND PROFESSIONAL DEVELOPMENT

- University of Mary Washington, Fredericksburg, VA **2011**
Post-Baccalaureate Certificate in Teaching Children with Autism
- Indiana University of Pennsylvania, Indiana, PA **2002**
Master of Education in Secondary School Counseling
- Indiana University of Pennsylvania, Indiana, PA **1999**
Bachelor of Science in Child Development/Family Relations, Minor in Educational Psychology

TRAINING AND CERTIFICATIONS

- Commonwealth of Virginia Pupil Personnel Services License **2019**
- American Red Cross CPR/AED Certified **2009**
- The Responsive Classroom I & II Training **2007 – 2008**
- Olweus Bullying Prevention Program Training **2008**
- Handle with Care Behavioral Management System **2005**
- The Girls and Boys Town Education Model Training **2002**

PROFESSIONAL MEMBERSHIPS

- Virginia School Counselor Association **2020 – Present**
- Fitz Turner Commission for Human Relations and Civil Rights **2021 – Present**
- Homeless Ministry Director, Shiloh New Site Baptist Church **2015 – Present**
- National Association for the Advancement of Colored People **2015 – Present**
- Delta Sigma Theta Sorority, Inc **1998 – Present**