

**Name:** Jolly

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**OVERVIEW**

A counseling professional who offers strong leadership, communication, people-person skills along with the ability to motivate, counsel, influence and inspire others.Experienced in problem–solving, decision making and a strong believer in change, cheerful, loyal, hardworking, and approachable in working as a team adherent to policies and procedures of the organization.

**OBJECTIVE**

To offer my skills in counseling and social work for the benefit of an organization that can use a professional skilled in individual, career, and group counseling of diverse populations, dealing with crisis situations and working with others.

**WORKING EXPERIENCE**

**KAMPALA INTERNATIONAL UNIVERSITY: HOIMA TEACHING HOSPITAL SITE (FEB 2016 TO PRESENT)**

**POSITION**: RESIDENT SITE ADMINISTRATOR

**RESPONSIBILITIES**

* Coordinate students’ rotation to include scheduling speakers/lectures, coordinate rooms with off-site coordinators, maintaining individual department schedules.
* Provide on-site support, scheduling sessions and maintain files.
* Maintain a database of requested electives and available electives.
* Communicate absences as well as update schedules in the systems.
* General support of students in handling group and individualconcerns regarding health, safety, welfare and ensuring proper conduct by the university regulations.
* Compose, prepare and submit purchase orders, and other logistics necessary for the smooth running of the site.
* Provide additional administrative coordination as directed by the Resident Site Coordinator.
* Conduct orientation activities for new students.
* Assess the individual needs of students/family in areas of family capacity, emotional stability, school functioning, peer relations and community profile.
* Assist in the development and implementation of experiential activities geared toward improving school climate communication and community capacity building (i.e. Student leadership retreats, diversity issue workshops and activities that foster pride and increase cohesion within the school environment).
* Conduct counseling sessions in response to identified needs of individuals and groups of students through individual counseling, crisis intervention and the formation and facilitation of groups.
* Counsel on various student issues: poor performance, advocacy, mediation of teacher-student differences, personal problems and concerns (i.e. Family issues, abuse, depression, substance abuse, relationships, peer group issues).
* Refer students and parents to relevant agencies, programs, or specialists as appropriate.
* Consult and coordinate with community social service agencies; foster links between community college admissions; work with school staff to determine appropriate student placement, e.g. special programs, and occupational opportunities.
* Knowledge of administrative, budgetary, financial and human resources policies and procedures demonstrated in-depth technical knowledge of all aspects of administration with proven analytical skills.
* Ability to apply various Kampala International University administrative rules and regulations in work situations.
* Mitigate conceptual analytical and evaluative skills to conduct independent research and analysis.
* Demonstrate ability to identify issues, formulate opinions, and make conclusions with recommendations.
* Show pride in work and in achievements; demonstrate professional competence and mastery of subject matter; conscientious and efficient in meeting commitments, observing deadlines and achieving results; motivated by professional rather than personal concerns; show persistence when faced with difficult problems or challenges; remain calm in stressful situations.
* Take responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
* Work collaboratively with colleagues to achieve organizational goals. Solicit input by genuinely valuing others’ ideas and expertise; willingness to learn from others.
* Establish and maintain productive partnerships with clients by gaining their trust and respect***.***
* Identify clients’ needs and matches them to appropriate solutions throughmonitored ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems***.***

**POTENTIAM YOUTH CENTRE: FONTES FOUNDATION: UGANDA CHAPTER (SEPT 2015- JAN 2016)**

**POSITION**: COUNSELOR

**RESPONSIBILITIES:**

* Conduct individual career counseling sessions with students in all disciplines.
* Interpret assessments such as MBTI and Strong Interest Inventory, identify attitudes, values and interest patterns, identify tentative goals and objectives and formulate action plan to meet individual student needs.
* Workshop delivery, program planning and implementation:
* Present effective career related workshops and seminars including resume writing, interviewing techniques, job search strategies, graduate school preparation, etc.
* Develop and implement, individually and as a team member, programs and events appropriate to the target audience(s)
* In collaboration with the counseling team, design and develop new career development activities with input from students, university life colleagues, student interest groups, and feedback from employers
* Collaborate with counseling staff to plan and implement career panels and other special events.
University liaison relationships: development, enhancement and maintenance:
* Actively develop and strengthen general campus relationships and partnerships, specifically in allDepartments, through special programming
* Exercise discretionary power to establish operating procedures for collaboration with academic units and/or targeted populations.
* Develop best strategy and tactics to be used for designated populations.

**EDUSMITHS INTERNATIONAL CHRISTIAN SCHOOL. (SEPT 2009 – FEB 2012)**

**POSITION:**EDUCATIONAL COUNSELOR

**ROLES AND RESPONSIBILITIES**

* Operate within the established school procedures and policies.
* Respond to crisis(s) situations to include altercations, illness/death, suspected child abuse and mandatory reporting of same; responds to situations in a timely manner.
* Work with developmental groups to create a safe environment for peer groups.
* Consult with and serve as a resource for teachers, staff, and parents regarding the developmental needs of students.
* Conduct and facilitate conferences and in-service programs such as parent conferences.
* In conflict and disciplinary situations, function as a mediator and/or advocate for the child/youth and their families.
* Refer students and parents to relevant agencies, programs, or specialists as appropriate.
* Consult and coordinate with community social service agencies; foster links between community college admissions; work with school staff to determine appropriate student placement, e.g. special programs, and occupational opportunities.
* Conduct or provide opportunities for parent education programs.
* Facilitatestudents’ transition to and connection with a new school or work placement.
* Use interviews, counseling sessions, interest and aptitude assessment tests, and other methods to evaluate and advise students.
* Perform related duties as assigned by supervisors.
* Providing direct counseling intervention to students.
* Conducting case consultations to school personnel and parents.
* Training teachers and parents on counseling-related issues.
* Identifying, devising and delivering specialized group guidance programs for at-risk students who need additional help in the area of social and emotional development, as evidenced by social, emotional and behavioral concerns presented by these students.
* Work with staff to enhance understanding of all aspects of the student’s development and its impact in learning.
* Keep accurate records of all counseling and guidance activities.

**EDUCATION**

**B.A. Social Work and Social Administration**:Bugema University. **Uganda**. October, 2007

**Uganda Advanced Certificate of Education**. Merryland High School. Uganda. November, 2003

**Uganda Certificate of Education:** Uganda. November, 2001

**RESEARCH**

Career Orientation, Career Choice, and College Considerations of Open High School students in Silang, Cavite

**CERTIFICATIONS**

ACE (Accelerated Christian Education Curriculum) Supervisor: Awarded by Vine International Christian School

Counselor: Awarded by Edusmith International Christian School

First Aid Training: Awarded by Uganda Red Cross Society

**AFFILIATIONS**

Member, Uganda Red Cross society

Member, Edusmiths International Christian School