

Brittany O'Brien Witt, NCC

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EDUCATION

Master's Degree in Counseling (M.S.Ed.) Concentration in School Counseling

Old Dominion University
August 2015

- National Certified Counselor (NCC); Child Abuse Recognition and Intervention Certification; Emergency First Aid, CPR & AED Certification; Virginia School Counselor Association Member

Bachelor of Science in Psychology Minor in Family Studies and Criminal Justice

James Madison University
May 2011

- Alternative Spring Break Leader; Make Your Mark on Madison Leadership Member; Sigma Alpha Lambda National Leadership and Honors Organization Member

EXPERIENCE

School Counselor

December 2015 – June 2016

Mount Vernon Community School (Dual-language, elementary school)

Alexandria, VA

- **School Counseling Core Curriculum:** Organize, schedule and deliver classroom guidance lessons; topics include communication, friendship, conflict resolution, emotional regulation, career and study skills
- **Individual and small-group counseling:** Counsel, advise and assist various student; topics include anxiety, grief, expected behaviors, impulsivity, problem solving, anger management, social skills, self-esteem, and classroom behavior and self-esteem
- **Middle School Transition Coordinator:** Implemented 5th grade lessons for individualized middle school registration and held informational parent workshops regarding the transition to and registration for middle school
- **Section 504 Chairperson:** Schedule and conduct 504 eligibility meetings, develop individualized 504 plans, notify parents and relevant staff, and review plans annually
- **Student advocacy and empowerment:** Assist students with university visits (college day); prepare a small group of students for AVID expectations and interview; assist the student council coordinator with monthly meetings
- **Collaboration and Professional Development:** Attend and assist school-wide Student Support Team meetings and district-wide PBIS and school counseling division meetings; Participate in ongoing professional development such as Ethics and School and Stewards of Children: Child Sexual Abuse Prevention Training
- **Conduct Risk and Threat Assessments:** interview student, prepare and file documentation, contact parent and provide additional resources to parent and student when necessary
- **Temporary Position**

Receptionist

July 2013 – December 2015

Fredericksburg Parks and Recreation

Fredericksburg, VA

- Maintains cooperative and effective relationships with intra- and interdepartmental personnel; emphasizes a positive image and develops relationships with customers
- Accepts supervisory instruction and direction while striving to meet specific and measurable goals and objectives relating to encouraging and improving cooperation, initiative, knowledge, and accountability
- Utilizes data in response to programs and events; interacts consistently through verbal and electronic communication; organizes and plans a personal daily routine by establishing priorities, working methodically and using analytical judgment to anticipate any upcoming work or situations
- Assumes responsibility for facility and visitor safety and security during evening and weekend shifts; opens, closes, and secures building prior to and after shift



Assistant Director

November 2011 – May 2013

Huntington Learning Center

Fredericksburg, VA

- Monitored, programmed, and reprogrammed student instructional programs for elementary through higher-education students; developed and organized student permanent folders and student instructional binders
- Collaborated with students, teachers, parents, schools and the community to assess needs, evaluate feedback and support student growth
- Supervised and insured effectiveness, accuracy, thoroughness, and competency of all instruction
- Created and maintained student and teacher schedules; anticipated teacher needs; minimized teacher and clerical payroll cost by optimizing student-teacher ratios
- Performed administrative activities: practiced effective phone communication, systematized e-mail communication, managed appointment book, recorded student and business data, maintained classified files, advertised to promote awareness of services

Resident Flex Counselor

June 2011 – February 2012

Intercept Youth Services (at-risk youth community home)

Fredericksburg, VA

- Established and maintained a therapeutic relationship with residents, ages 11 – 18 years
- Provided transportation and directly supervised residents on outings, activities, and appointments in the community
- Guided residents in personal hygiene techniques, proper housekeeping and laundry procedures

Server

June 2008 – May 2011

Applebee's Neighborhood Grill & Bar

Fredericksburg, VA

- Spoke to all guests with enthusiasm and friendliness
- Operated POS terminals to input customer orders, swipe credit cards, and enter cash amounts received
- Performed food preparation duties, including preparing salads, appetizers, cold dishes and drinks
- Managed and completed side work and closing duties, including restocking items
- Cleaned, maintained and sanitized all areas of the front-of-house and kitchen to ensure guests a spotless, safe place to eat