

Katherine A. Meneses

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Teen Coordinator

Current Master's in Clinical Mental Health Counseling student at The Chicago School of Professional Psychology. Graduated from the University of Memphis College of Arts and Science with Bachelor of Arts degree in Psychology. Proficient in Microsoft Office and IBM SPSS Statistics.

— CORE SKILLS —

Microsoft Office • Communications • Front Office • SPSS Statistics • Psychological Research • Substance Abuse Experience

Professional Experience

Boy & Girls Club of Collier County

October 2023 - Present

Teen Coordinator

- Knowledge of the principles and practices of youth program development
- Support recruitment efforts to increase teen enrollment
- Take initiative to design and elevate programs: Academic Success, Good Character and Citizenship, and Healthy Lifestyles
- Prepare accurate and complete statistical reports representing the activity and progress of programs
- Plan, organize, coordinate, and implement special events and fundraisers to support teen programs
- Respond to and attempt to resolve conflicts that may arise among the members and/or staff in a calm and professional manner
- Build and maintain positive and professional relationships with youth and their families as well as community leaders participating in the programs
- Use restorative practices and a trauma informed approach to engage teens
- Demonstrate ability in working with young people, families and community leaders
- Attended and participated in Action Team Meetings

Hollywood Academy of Arts and Science

December 2022 – June 2023

Behavior Interventionist

- Improved behaviors through modeling, role-playing and other effective strategies.
- Developed intervention plans based on established guidelines and individual needs.
- Mediated conflicts through structured sessions.
- Helped students build skills to navigate typical academic and social situations
- Collaborated with team members, school personnel and family members to develop individual plans of care for students.
- Planned activities to keep students engaged and on track with learning goals.
- Provided emotional support to students and families.
- Maintained accurate records of student progress and behaviors.
- Worked closely with parents and guardians to address students' issues on multiple fronts.

Hollywood Academy of Arts and Science

March 2022 – December 2022

Behavior Technician

- Implemented and established behavior strategies by setting rules, reiterating expectations, and rewarding good behavior for students.
- Provided responsive communication by phone and email to answer general questions.
- Worked as a part of a collaborative team to address changing needs of children and families.
- Displayed sensitivity to cultural and linguistic needs of students and families.

Banyan Health Services- CERP and Dade Chase

October 2021 – March 2022

Behavioral Health Technician

- Kept facility clean, performed basic maintenance and restocked supplies to support program needs.
- Prepared and submitted daily reports to management.
- Taught clients how to complete basic household chores.
- Conducted client rounds to check on residents.
- Completed documentation for every incident and forwarded to correct personnel for review.
- Treated clients and families with respect and dignity.

- Took and monitored vital signs, administered medications and managed patient behavior.

St. Luke’s United Methodist Church Challengers After School Program

May 2019 – July 2021

After School Teacher

- Observed and monitored children's play activities to promote healthy, safe environment.
- Kept areas clean, organized and stocked, and sanitized surfaces and toys.
- Cared for children ages 6 to 11 in nurturing and age-appropriate way.
- Set and enforced rules to maintain children's safety and created welcoming, caring environments for all children.
- Used positive reinforcement techniques to promote patience and other good behaviors in children.
- Instructed children in crafts and other activities.

Renaissance Middle Charter School

Nov 2015 – June 2017

After School Counselor

- Observed and monitored children's play activities to promote healthy, safe environment.
- Set and enforced rules to maintain children's safety and created welcoming, caring environments for all children.
- Used positive reinforcement techniques to promote patience and other good behaviors in children.
- Instructed children in crafts and other activities.
- Provided clerical support to office administration by copying, faxing and filing documents.

Education/Professional Development

Licensed Mental Health Counselor, M.A
 Bachelor of Arts, Psychology
 TERRA Environmental Research Institute

May 2023- Present (The Chicago School of Professional Psychology)
 Spring 2021 (University of Memphis, Memphis, Tennessee)
 2015 (Biomedical Academy, Miami, FL)

Affiliations

American Counseling Association	2024
The National Society of Leadership and Success	2020 to present
Psi Chi, the International Honor Society in Psychology	2020 to present

Certifications

American Red Cross Adult and Pediatric First Aid/CPR/AED	2024-2026
Law Enforcement Against Drugs & Violence Certified Instructor	2024
Youth Mental Health First Aid	2024
The National Society of Leadership and Success	2020 to present
Psi Chi, the International Honor Society in Psychology	2020 to present

Computer Skills

Microsoft Office: Word, Excel, PowerPoint
 IBM SPSS Statistics 26

References

Thamara Dallas (954) 371-3554: Previous supervisor at Hollywood Academy of Arts & Science
 Cindy Padilla (786) 445 9653