



KERRY KRAUSS

Clinical Mental Health Master's Degree Student

OBJECTIVE

To obtain a placement in a behavioral health facility where I can serve clients as I fulfill my practicum requirements.

Education

- **Grand Canyon University**
August 2023 – Present
Master's of Behavior Health Counseling
GPA 4.0
- **New York Institute of Technology (NYIT)**
August 2008 – May 2012
Bachelors of Professional Studies in Hospitality Management with Honors

LANGUAGES

- English-Native Speaker
- Arabic-Proficient

SKILLS

- Organizing Events
- Team Work
- Business Management
- Customer Relations
- Writing and Editing
- Child Education
- Interpersonal Skills

EXPERIENCE

Administrative Assistant

Hoffmantown Church

Albuquerque, NM

October 2023 – Present

Work directly under one of our pastors. I schedule, organize, host, and plan events for the Adult Family Ministries of our church. I schedule and organize Women's council meetings. Schedule, organize, setup for, invite, host Tuesday Afternoon Senior Ambassador meetings. I create content for church advertisements, announcements, mailers, signage. I organize a volunteer group of 30 people in visiting homebound members of the congregation. I order supplies, prepare cards, make phone calls, cater, create calendars, reserve spaces and setups for events, meetings, and church gatherings.

Business Owner

Kerry's Paws and Claws

Amman, Jordan

January 2013 – August 2022

Established and operated a pet boarding and daycare business.

Handled all accounting.

Managed client base.

Managed a team of three employees, supply distributors, and veterinary care.

Writer and Editor

Preiss Murphy/Rawad Publishing

Amman, Jordan

Nov 2019 - Dec 2020

Wrote English language children's stories for kindergarten to 6th Grade students. The books were used as part of public-school curricula across the Middle East & North Africa region.

Worked with an international team of designers to illustrate and finalize children's story books.

Kindergarten Teacher

Jan 2014 - Jun 2019

Ammam, Jordan

Taught the KG2 English, mathematics, science, art, and social studies classes.

Created lesson plans for the class.

Helped organize school events such as International Day, holidays, KG graduations, fundraising events, and school plays.