

Rachel Lynn Phelps, MA, LPC-S

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The Woodlands, Texas 77380

281-362-9260

EDUCATION

PhD, Counselor Education

Sam Houston State University, Huntsville, Texas Anticipated 12/2008

Master of Arts in Counseling

Sam Houston State University, Huntsville, Texas 05/2000

Bachelor of Science in Psychology

Sam Houston State University, Huntsville, Texas 12/1995

CREDENTIALS

Licensed Professional Counselor, Texas # 19938

Licensed Professional Counselor Supervisor, Texas # 3462

TEACHING EXPERIENCE

Sam Houston State University

Huntsville, Texas

Pool Lecturer

01/2008-present

CNE 231 Introduction to Helping Relationships

- Implement established curriculum
- Prepare and deliver structured lectures using classroom discussion and Microsoft PowerPoint
- Create and develop experiential learning activities
- Establish guidelines and provide guidance for student service-learning project
- Foster an appreciation for the use of counseling techniques within educational settings
- Initiate, facilitate, and moderate classroom discussions.
- Evaluate and grade students' class work, assignments, and papers.
- Compile, administer, and grade examinations
- Maintain student attendance records, grades, and other required records.

Graduate Teaching Assistant

08/2006-12/2006

CNE 676 Supervised Practice in Counseling

- Facilitated classroom discussion
- Provided immediate feedback and guidance via “bug in the ear” technique
- Supervised counseling students

Graduate Teaching Assistant

06/2006-08/2006

CNE 676 Supervised Practice in Counseling

- Advised students of responsibilities and classroom policies
- Monitored student clinical paperwork
- Facilitated classroom discussion and supervised counseling students
- Provided immediate feedback and guidance via “bug in the ear” technique

Substitute Teacher

11/2005

CNE 633 Techniques of Marriage & Family Therapy

- Developed PowerPoint presentation for the assigned topic
- Lectured and facilitated classroom discussion

Teaching Intern

07/2005

CNE 632 Theories of Marriage and Family Therapy

- Developed lesson plan and PowerPoint presentation for chapter review
- Lectured and facilitated classroom discussion
- Observed classroom instruction

North Harris College Upward Bound Program**Houston, Texas*****Psychology Instructor/Counselor Intern***

06/2000-08/2000

- Developed curriculum and lesson plans
- Lectured and facilitated classroom discussion
- Created and provided instructional materials

COUNSELING EXPERIENCE**Sam Houston State University, Career Services****Huntsville, Texas***Counselor*

11/2006-present

- Provide individual career counseling to current students and alumni
- Utilize Myers-Briggs and Strong Interest Inventory for career development
- Assist students in choosing majors
- Assist in hiring graduate student workers
- Train and supervise graduate student workers
- Critique student résumés
- Conduct mock interviews and teach interviewing strategies
- Develop and present career workshops and related materials

Positive Health Management**Houston, Texas***Counselor*

06/2001-08/2006

- Provided individual therapy
- Conducted psycho-educational group therapy sessions
- Taught stress relief and pain management strategies via biofeedback therapy
- Conducted biopsychosocial intake and pre-surgical evaluations
- Developed client treatment plans
- Maintained daily treatment notes as well as comprehensive treatment evaluation requests for insurance reimbursement
- Administered and interpreted the Beck Depression Inventory, Beck Anxiety Inventory, Career Assessment Inventory, and Psychophysiological Assessments
- Attended weekly interdisciplinary treatment team meetings
- Gained thorough knowledge of the Texas Workers Compensation Program

Montgomery College, Career Services Center*Counselor (Doctoral Intern)***Conroe, Texas**

10/2005-04/2006

- Provided individual career counseling to students and community members
- Utilized “Do What You Are” and Strong Interest Inventory career assessments
- Assisted students in choosing majors
- Critiqued student résumés
- Coordinated the Student Service Department’s involvement in campus wellness fair

Renewal Counseling Services*Counselor Intern***Houston, Texas**

04/2001-09/2002

- Provided individual and group play therapy and individual adult therapy
- Conducted parent consultations
- Assisted head therapist with family therapy sessions
- Taught stress relief and pain management strategies via biofeedback therapy
- Developed client treatment plans and maintained treatment notes

Hansen & Associates*Counselor Intern***Bryan/College Station, Texas**

09/2000-01/2001

- Provided individual therapy
- Taught stress relief and pain management strategies via biofeedback therapy
- Maintained treatment notes

North Harris College Upward Bound Program*Counselor Intern***Houston, Texas**

01/2001-06/2001

Counselor Intern

Summer 2000

- Provided individual counseling and psychoeducational group therapy through personal development workshops and classroom experience
- Interviewed prospective student for the Upward Bound program
- Developed program evaluation form, instructional materials, student tracking database, and layout design for North Harris College student handbook

Head Start Program*Counselor Intern***Coldspring, Texas**

02/2000-05/2000

- Developed counseling skills
- Maintained treatment notes
- Provided play therapy
- Conducted parent consultations
- Observed children in the classroom environment

Sam Houston State University Supervised Practicum Program**Huntsville, Texas***Counselor Intern*

01/2000-05/2000

- Developed counseling skills
- Learned how to develop and implement client treatment plans
- Maintained treatment notes
- Provided individual and group play therapy, individual adult therapy, and family therapy
- Conducted parent consultations

SUPERVISORY EXPERIENCE**Sam Houston State University****Huntsville, Texas***Supervisor Doctoral Intern* Master's Level Supervised Practicum

08/2006-12/2006

- Provided classroom content in lecture-seminar format
- Simultaneously observed therapy sessions for multiple counseling students
- Provided supervision of multiple counseling practicum students
- Ensured that students maintained appropriate paperwork and adhered to established policies and procedures

Sam Houston State University**Huntsville, Texas***Supervisor Doctoral Intern* Master's Level Supervised Practicum

08/2004-05/2005

- Provided supervision of one counseling student per semester
- Observed student therapy sessions
- Ensured that students maintained appropriate paperwork and adhered to established policies and procedures

PROFESSIONAL PRESENTATIONS**Sam Houston State University, Career Services****Huntsville, Texas****Recurring Workshop Presentations**

11/2006-present

*"Business Etiquette"**"Career Decision Making Process and Career Services"**"Choosing a Major That Fits: New Student Orientation"**"Effective Résumé Writing"**"Effective Résumé Writing and Portfolios"**"From Student to Professional"**"How to 'Work' the Career Expo"**"How to 'Work' the Teacher Job Fair"**"Introduction to Career Services"**"Myers-Briggs and Strong Interest Inventory Assessments Group Interpretation"**"Networking Basics"**"Successful Interviewing Skills"**"Partnering for Success: Student & Parent Orientation to SHSU Career Services"**"What are You Really Communicating in an Interview?"***Association for Counselor Education and Supervision****National Conference****Pittsburgh, Pennsylvania**DeFrance, E. A. & Phelps, R. L. *"Play Therapy Supervision: Development of a Model"*

10/2005

Sam Houston State University Research Exchange **Huntsville, Texas**
Phelps, R. L. "*Marital Communication Styles and Chronic Pain Patients*" 04/2005

Chi Sigma Iota (Beta Kappa Tau) Spring Workshop **The Woodlands, Texas**
Phelps, R. L. "*Implications of Injury-Related Chronic Pain for the Family System*" 04/2005
Phelps, R. L. "*Introduction to the Use of Biofeedback for Chronic Pain Patients*" 04/2005

Sam Houston State University Ethics Institute **Huntsville, Texas**
Phelps, R. L. "*Issues in Alternative Healthcare*" 10/2004

CONFERENCES AND CONTINUING EDUCATION

NATIONAL

National Association of Colleges and Employers, May 29-June 1, 2007, New York, New York
"*Infusing and Pop Culture within Career Services*", Heather Sprandle
"*That's So Last Year*", Marcy Bullock
"*Using a Corporate Model to Develop a Career Center Internship Program*", Marianna Savoca & Andrea Lipack
"*Helping College Students Understand International Careers*", Jean-Marc Hachey

Smart Marriages, Pre-conference Workshop Couples Communication, June 20-21 2006, Atlanta, Georgia
"*Couple Communication I & II/Core Communication Instructor training Workshop*", Sherod & Phyllis Miller

Association for Counselor Education and Supervision Conference, October 20-23, 2005 Pittsburgh, PA

"*Suffering in Silence: Women and Depression*", Bobbie Birdsall
"*Admissions Standards for Counselor Education Doctoral Programs: What Works and What Does Not?*", Judy DeTrud, Kate Walker, Kendra Watson, & Marlene Moriarity

MULTI-STATE

Southern Association of Colleges and Employers, November 26-30, 2007 San Antonio, Texas
"*Career Development Combining the Myers-Briggs and Strong Assessments Workshop*", Catherine Holmes

"*Charting the Course: Helping Students with Disabilities Navigate the Path from College to Career*"
Beth Bienvenu, Kathy McSweeney, Alissa Putman, Holly Sweat, & Lee Bagan

"*Creative Career Workshops: Moving Your Career Office to 'Prime Time'*", Amy Oakes, Sandi George Tracy, & Melissa Butler McCowen

"*Helping Your Student Become Ideal Candidates for Competitive Non-Profit Positions*", Meg Busse

"*Let Your Audience Present for You*", Sarah Clark & Mark Werbeach

"*International Students and Career Services: Making a Successful Connection*", Karen Bradshaw & Rachel Eddins

South Western Association of Colleges and Employers, June 14-15, 2007, Dallas Texas
"*What Color is Your Parachute*", Richard Bolles

Eight Annual Texas Association for Play Therapy Conference, April 7, 2001, Houston, Texas
"*Small Voices: Assessment and Play Therapy with Abused Preschool Children*" Sandra Hewitt
"*Differences that make a Difference in Play Therapy*", Garry Kandreth

“Giftedness or ADHD: Helping Play Therapists Make the Distinction”, Sally Creed & Connie Moulder
“Puzzling Selective Mutism: Mystery, Myth, Manipulation”, Emily Oe
“The Completed Puzzle: Happy or Unhappy Endings: The Results of Play Therapy”, Micki Grimland

LOCAL WORKSHOPS

Houston Area Consortium of Career Centers Professional Development Workshop, July 27, 2007, Houston Texas.

“No One is Unemployable: Creative Solutions for Overcoming Barriers to Employment”

Houston Area Consortium of Career Centers Professional Development Workshop, January 26, 2007, Houston, Texas

“Job Market Trends”, Wooty Sixel

“Straight jobs, Gay Lives”, Mark Brostoff

“International Student Employment Authorization Categories”, Reiko Clark

“Millennials and Their Helicopter Parents”, Bill Frenson

Myers-Briggs Type Indicator Training, January 5, 2007, San Marcos, Texas

Spring Creek Counseling Association, June 21, 2000

“Counseling Ethics: Children and Play Therapy”

“Project SOS: Save Our Students/Staff”

ASSESSMENTS

Proficient with:

- Beck Depression Inventory-II (BDI-II)
- Beck Anxiety Inventory (BAI)
- Myers-Briggs Type Indicator
- Strong Interest Inventory
- Do What You Are Career Assessment Inventory (DWYA)
- Minnesota Multiphasic Personality Inventory-2 (MMPI-2)
- Wechsler Adult Intelligence Scale-Third Revision (WAIS-III)

SPECIAL TRAINING

Myers-Briggs Type Indicator Training

Combining the Myers-Briggs and Strong Assessments Training

Couple Communication I & II Instructor Training

Core Communication Instructor Training

PROFESSIONAL MEMBERSHIPS

- Texas Counseling Association 2000; 2006-present
- National Association of Colleges and Employers 2006-present
- South Western Association of Colleges and Employers 2006-2007
- Southern Association of Colleges and Employers 2007- present
- Houston Area Consortium of Career Centers 2006- present
 Secretary, August 2007-present
 Professional Development Committee member, August 2007-present
- National Career Development Association 2007- present

PROFESSIONAL MEMBERSHIPS (Continued)

- Sam Houston Association for Play Therapy, 2000

HONORS AND ACHIEVEMENTS

- Graduate Studies Scholarship, Sam Houston State University, June, 2006.
- Graduate Studies Scholarship, Sam Houston State University, June, 2004
- James O. Mathis Scholarship recipient, April 2000, for outstanding counseling student
- Member, National Dean's List, May 1995