

Sarah Jay Gray

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OBJECTIVE To facilitate academic, career, and personal development by equipping students with necessary skills to begin launching their career goals

EDUCATION **University of Mississippi**, Oxford, MS
M.Ed. Counselor Education, May 2009
Cumulative GPA: 3.7
Mississippi Educator Certification/ Licensure in School Counseling

University of Mississippi, Oxford, MS
Bachelor of Social Work, May 2007
Cumulative GPA: 3.2 Major GPA: 3.7

WORK EXPERIENCE

University of Mississippi - Oxford, MS
Adjunct Instructor of Business Communication, Fall Semester 2016

- Initiate and facilitate class discussion on business communication practices and outcomes
- Guide students in developing effective resumes, accurate application documents, and a positive social media presence
- Engage students in mock interview activities
- Prepare students for professional and networking opportunities
- Challenge students to strengthen business communication and technology skills through oral presentations and group projects

Alcorn School District - Corinth, MS
Case Manager, Special Services Department, October 2012 - June 2015

- Coordinated the Career Center on each campus allowing students to explore career & college opportunities
- Researched community partner organizations and educational services to properly match students with a job field
- Assisted students in successfully completing application documents
- Served as liaison to students, teachers, principals and parents
- Participated on academic or administrative committees that related to institutional policies, departmental matters, and academic issues

Region IV Mental Health Services - Corinth, MS
School Based Therapist, March - September 2012

- Counseled students with academic and emotional struggles
- Developed academic and career plans for students

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Lafayette High School – Oxford, MS

Academic School Counselor, grades 9-12, July 2010 – December 2011

- Counseled individuals and groups on academic and career choices
- Engaged students in career enrichment activities
- Conducted the “Reality Fair” allowing community representatives to engage with students about their respective career fields
- Prepared students for professional tasks by delivering classroom lessons on resumes, cover letters, professional behavior, and the impact of an individual’s social media presence
- Conducted mock interviews
- Served as a liaison between students, college admissions personnel, administrators, and other community resources
- Organized and administered statewide assessments
- Advised students in choosing a graduation track and registering for classes to fulfill graduation requirements

Hickory Flat Attendance Center – Hickory Flat, MS

Academic School Counselor, grades K -12, June 2009 – June 2010

- Counseled individuals and groups on academic and career choices
- Developed and managed the student “Career Corner” by providing information on volunteer and job market opportunities
- Researched job market and hiring trends to provide students with updated information to assist in their college and career choices
- Advised students in choosing a graduation track and registering for courses to fulfill graduation requirements
- Delivered workshops for students and parents to prepare them for the college and career application process
- Served as a liaison between students, college admissions personnel, administrators, and other community resources
- Tracked and analyze student college and career choices

Exchange Club Family Center - Oxford, MS

Program Coordinator, January 2007 - August 2007

- Provided academic and career support to students
- Coordinated and taught COPES (anger management) to juveniles
- Organized and presented SCAN (Stop Child Abuse Now) puppet show at elementary schools
- Recruited students for courses