

Kerrie Ragan

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SUMMARY: Enthusiastic and disciplined MFT student seeking an internship starting January 2020 (Spring Semester). Available all day on Mondays, Fridays and weekends and Tuesdays, Wednesdays and Thursdays from morning to 12pm.

EDUCATION:

Nyack College NY, NY
MA in Marriage & Family Therapy
Expected Graduation Date: January 2021

Mount Saint Mary College, Newburgh, NY
Graduated with BA in Psychology

Awards: Who's Who Among Students

RELEVANT COMPLETED COURSEWORK:

Marriage Therapy Assessment & Treatment
Premarital Therapy
Family Therapy Assessment & Treatment

Premarital Counseling

Psychopathology Prepare/Enrich

EMPLOYMENT EXPERIENCE:

Recruiter (Started full-time, now transitioning into a part-time & remote role)

RJ-Staffing, Nanuet, NY

January

2016- Present

- Recruit candidates from job fairs and job boards such as: Monster, Indeed, LinkedIn, Facebook and ZipRecruiter for temporary, temporary-to-permanent, and direct hire positions
- Conduct initial phone screens, interview candidates in person, present positions to candidates, and coordinate interviews between clients and candidates
- Guide and counsel candidates through entire interview process from initial interview to signing offer letter for new job. Negotiate offer letters between candidates and client companies
- Build and nurture a trusting rapport with candidates and clients via in person visits, phone calls, and emails.
- Handle all temporary employee relations: schedules, sick time/ vacation time, disciplinary actions, pay raises, and terminations
- Proofread, edit, and write candidate resumes
- Heavy usage of applicant tracking system (COATES) on a daily basis

Marketing, Compliance, and HR Officer

January

2015- December 2015

The Medicine Shoppe Pharmacies located New York, Connecticut, Vermont, and Pennsylvania

- Visited and monitored 11 pharmacies, on a semi-monthly schedule, making sure they were current and up to date on pharmacy and labor laws and ensuring that they are being managed efficiently
- Ensure that employee trainings and employee files are up to date; Completed new hire and termination/ exiting paperwork for employees

Childcare Provider/ Nanny

February

2013-December 2014

Hudson Valley Area Families

- Provided full-time and part-time care for children ages 6 months and older

ADDITIONAL SKILLS:

- Adept in expressing ideas, thoughts, and giving directions in a clear and understandable manner
- Able to self-motivate, prioritizing, and establish daily goals for oneself
- Prepare/Enrich Certified
- Proficient in Microsoft Office: Word, Publisher, Excel, Outlook, and Power Point