

Dusanka Armstrong

62 Summer Place
Huntsville, Texas 77340
936-439-4502
roloarm@aol.com

SUMMARY

Experienced, self-directed professional with extensive background in business management and human resources. Strong skills in recruiting, hiring, training and evaluating personnel in the diplomatic and business environment. Proven ability to communicate with diverse population.

EXPERIENCE

SHSU, Department of Counselor Education

Doctoral Clinical Fellow, September 2017 – Present

- Provided direct counseling services to clients.
- Conducted assessment and intake sessions.
- Participated in research projects as a member of research team at the Center for Trauma Research.
- Provided support in all aspects of clinic operations.
- Taught undergraduate and graduate counseling classes as a guest lecturer.

SHSU, Department of Counselor Education

Graduate Research Assistant, January 2017 – August 2017

- Worked on research projects with faculty.
- Reviewed and edited articles, manuscripts, grant proposals, and other documents.
- Conducted research for different projects and tasks. Assisted with workshops, presentations, or promotional events. Served as a guest speaker or lecturer for undergraduate counseling courses.
- Conduct interviews with master's level candidates.

SHSU, Financial Aid and Scholarships Office

Financial Aid Counselor, January 2015-present

- Counseled perspective and current students in all areas of financial planning.
- Assisted student in selecting appropriate methods of meeting their educational expenses.
- Counseled students on academic satisfactory progress.

HEB Grocery Company, San Antonio, Texas

Department Manager, September 2003-November 2014

- Maximized profits through analysis and forecasting of sale trends, customized merchandising, inventory control and enhanced customer service
- Provided coaching and development to employees desiring career advancement.

ICITAP, US Department of Justice, Sarajevo, Bosnia

Language Assistant Director, March 1997-May 1999

- Hired, developed and supervised team of skilled translators
- Helped develop Police Academy Curriculum and assisted in teaching variety of courses
- Provided support and guidance to the members of the foreign agencies
- Taught Human Rights Course

Dusanka Armstrong

62 Summer Place
Huntsville, Texas 77340
936-439-4502
roloarm@aol.com

United Nations, Sarajevo, Bosnia

Senior Translator, February 1992-February 1997

- Organized, facilitated and interpreted at the highest level government and military meetings
- Coordinated and oversaw written correspondence among local and international organizations
- Recruited, trained and evaluated performance of the translators and support staff
- Conducted workshops and gave presentations to promote Community Policing Program

EDUCATION

Sam Houston State University, Huntsville, Texas

Master of Arts in Clinical Mental Health Counseling

Sam Houston State University

Bachelor of Science in Psychology