

~~2026 STATE HIGHWAY DEPARTMENT WISCONSIN STATE 12-2-2012~~

JACQUELYN CEPRESS

OBJECTIVE

Obtain a position as a School Counselor that will utilize my strong dedication to children development and their educational needs.

EDUCATION

2013-2015 Concordia University Wisconsin *Master of Science in Education – School Counseling* 4.0 GPA

2008-2009 Columbia Southern University *Master of Business Administration* Mastered in Human Resource Management Magna Cum Laude Honor

2003-2005 University of Wisconsin Stevens Point *Bachelor of Science* Majored in Sociology with a minor in Native American and Rural Social Work. Awarded honor status Public Relations Officer for the Sociology Club Completed internship at Cornerstone Resource Center

PROFESSIONAL EXPERIENCE

2018-Present Auburndale School District
Business Education Teacher
Teach and create keyboarding curriculum
Assist in Google implementation
Help students navigate technology
Perform other duties assigned
Substitute Counselor/Teacher 2015-Present

2015-2018 Stevens Point Area Public School District
School Counselor
Provide individual and group counseling
Support academics to ensure success in educational progress
Assist in classroom lessons/curriculum
Serve as a consultant and liaison
Perform other duties assigned
Substitute Counselor 2015-2018 (SPASH)

2008-2015

Wiskerchen Cheese Inc.

Human Resource Director

Hire/recruit/retain/terminate employees

Manage employees

Create and administer Employee Recognition/Safety programs

Manage payroll and benefits

Maintain OSHA reports

Appropriately maintain personnel files

Track employee attendance and incidents

2000-2007

Wood Specialties of Auburndale, Inc.

Office Manager

Provide administrative and secretarial support

Assist in accounts payable/receivable, time sheets and payroll

Maintain records for OSHA

Create visuals on CAD program

Exceed in customer service