

Jayne Shaw, M.S. in Counseling

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Detail oriented, dependable and organized team player with a record of generating and building relationships, managing projects from concept to completion, an ability to work independently, creating effective presentations utilizing software such as Google Slides and PowerPoint, developing opportunities that further establish organizational goals, and computer proficient with platforms including Microsoft Office, Google Workspace, as well as industry specific student and client information systems.

Work Experience

Legal Assistant

Larson & Miller Personal Injury Law - Springfield, MO June 2025 to Present

My duties include organizing and maintaining client files, correspondence, and evidence for pre-suit demands and litigation. I am responsible for ordering, reviewing, and summarizing medical records, bills, and reports, as well as police reports and transcription of 911 calls. I also track court dates, statute of limitations, and internal deadlines.

Developmental Editor

Pages & Pie Publishing - Springfield, MO February 2024 to Present

My duties include reviewing manuscripts, focusing on overall storyline, plot, and character development, providing feedback to the author. Additionally, I revisit manuscripts later in the process in order to complete a proof edit, focusing on grammar, spelling, and punctuation.

Kitchen Assistant/Line Cook

Homemade Delivered - Springfield, MO December 2022 to June 2025

Harvest Restaurant - Rogersville, MO November 2022 to June 2025

Gunflint Lodge & Outfitters - Grand Marais, MN August 2022 to October 2022

My duties included preparing ingredients and dishes to the chef's expectations, setting up stations, stocking inventory and maintaining sanitation standards.

School Counselor

Gloria Deo Academy - Springfield, MO July 2021 to June 2022

Osceola Public Schools - Osceola, MO July 2014 to June 2021

I was responsible for the junior high and high school guidance curriculum, assisting students with education and career plans, providing individual and group counseling, consultation with staff and parents regarding developmental needs of students, and referrals to outside community resources. Student

registration and orientation, maintaining student records and transcripts, oversight of dual credit programs, and serving as district assessment coordinator were also among my duties.

Family Consumer Science Teacher

Osceola Public Schools - Osceola, MO

August 2009 to July 2014

I taught Career & Family Leadership, Housing & Interior Design, Family & Individual Health, Child Development, Junior High Family & Consumer Sciences, Foods, and Nutrition & Wellness. I also served as the adviser of Family, Career, and Community Leaders of America.

Education

Master's in School Counseling

Missouri State University - Springfield, MO

August 2012 to July 2015

Bachelor's in Secondary Education - Vocational Family & Consumer Sciences

Missouri State University - Springfield, MO

August 1995 to May 1999

Skills

Microsoft Office

Problem Solving

Interpersonal Communication

Management & Organizational Skills

Researching

Individual / Group Counseling

Training & Development

Curriculum Development

Typing (60+ WPM)

Editing

Verbal and Written Communication

Decision Making

Cultural Competence

Teamwork

Grant Writing

Leadership Experience

Proofreading

Data Entry

Certifications / Licenses

Counselor - Career Student Services

September 2019 to Present

Missouri Department of Elementary & Secondary Education

Family & Consumer Sciences - Career Continuous Professional Certificate

August 2013 to Present

Missouri Department of Elementary & Secondary Education

References

Available upon request.