

**Melissa G. De Leon**  
**HCR 33, Box 514 A**  
**Uvalde, Texas**  
**(830) 278-1775**

**EDUCATION:** Texas A&M University-Kingsville, Kingsville, TX  
Master of Science Degree in Counseling & Guidance - 8/95

Texas A&M University-Kingsville, Kingsville, TX  
Bachelor of Arts in Psychology and Sociology - 5/92

**EXPERIENCE:** Texas Department of Protective & Regulatory Services, Uvalde, TX  
10/97 - present **Child Protective Services Specialist**

- \* Investigate reports of child abuse and neglect.
- \* Interview parents, family members, and others sources.
- \* Provide on-going and in-home casework services.
- \* Document case records into CAPS system within time frames.
- \* Develop and maintain effective working relationship between law enforcement officials, judicial officials, legal sources, medical professionals, and other community resources.

9/95 - 7/97

Loe-Del, Incorporated, Corpus Christi, TX

**Therapist - Licensed Professional Counselor Intern**

- \* Provide services at 7 South Texas counties referred by the Texas Department of Protective and Regulatory Services.
- \* Provide substance abuse counseling, treatment, and drug screening.
- \* Provide in-home family services.
- \* Provide individual, group, family therapy, and play therapy.
- \* Develop and maintain effective working relationship between CPS staff.

3/96 - 4/97

Kleberg County Family Guidance Services, Kingsville, TX

**Therapist - Licensed Professional Counselor Intern**

- \* Provide counseling services to adults, adolescents, and children.
- \* Provide parenting classes involving parents and children.
- \* Provide counseling to juveniles and adults referred by the Juvenile and Adult Probation Departments of Kleberg County.
- \* Prepare in-home studies for local judges and lawyers to determine the suitability of families requesting adoption or foster care of children.
- \* Initiate legal action or testify in court to achieve protection or permanent placement plans for children.

9/94 - 8/95 Center for Life Services & Wellness  
Texas A&M University-Kingsville, Kingsville, TX  
**Counselor - Practicum Student (300 Hours)**  
\* Provide personal, career, and educational counseling to students, faculty, and staff.  
\* Administer career, personality, aptitude tests and academic entrance exams.  
\* Arrange and conduct workshops on educational, career, and social concerns.  
\* Document case records by completing forms, reports, summaries to form a written record for each client.

6/94 - 8/95 Registrars and Admissions Office  
Texas A&M University-Kingsville, Kingsville, TX  
**Academic Advisor**  
\* Assist special events and academic programs for campus activities.  
\* Provide career/academic counseling and development to students.  
\* Counsel students on course/degree options and university policies.  
\* Prepare course schedule materials for students.  
\* Interact directly with students, faculty, staff, and employers.

**LICENSES:** Temporary License Professional Counselor issued by the Texas State Board Examiners for Counselors ( #52434).

**CERT-  
IFICATION:** Child Protective Services Specialist Certification I & II in the State of Texas

**TRAINING:** 250 + hours of training related to Social Work

**COM-  
MITTEES:** Boys & Girls Club of Uvalde - Board Member; Santa Patrol - Board Member and Volunteer

**SPECIAL  
SKILLS:** IBM compatible computer skills, Fluent in Spanish, Excellent organizational skills, Good oral and written communication skills, Good problem solving and decision making skills, and Professionalism.

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**Additional**

**Employment:**

6/92 -8/93

Developmental Youth Program  
Texas A&M University-Kingsville, Kingsville, TX

**Academic Advisor**

Instruct and supervise college students/adolescents into educational classes; Provide counseling, advise, support, and leadership for students; Monitor students' progress and supervise student employees.

6/88 - 5/92

Registrars and Admissions Office  
Texas A&M University-Kingsville, Kingsville, TX

**Data Entry Clerk**

Experience in admission procedures; maintain and audit grade history into computer systems; maintain transcripts and files; check credentials for students directly by phone or by mail; calculate grade point averages; volunteer for on-campus recruitment activities; generate reports; distribute acceptance letters to departments; secretarial support; type and mail acceptance notice letters; progressive experience at the staff level in college admissions.