

John Doe

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Counseling Professional

Summary: Empathetic, resourceful, and progress-driven professional with a demonstrated passion for substance abuse counseling. License-eligible MA in counseling graduate with experience and proven abilities in person-centered therapy, case management, psychoeducation, and group facilitation. Encouraging attitude combined with utmost sensitivity to diverse cultures and socioeconomic statuses. Added background in accounting and HR with strengths in database management, employee relations, leadership, and teambuilding. Sound understanding of various models including cognitive behavioral therapy (CBT), motivational interviewing, 12-step, and creative/play techniques. *Key skills include:*

Individual & Group Counseling • Psychosocial Evaluation • Intake Assessment • Progress Reporting • Community Outreach Program Management • Documentation • Family Relations • Discharge Planning • Crisis Intervention • Client Empowerment

Computer Skills: Mac & PC OS, MS Office Suite (Word, Excel, Outlook, PowerPoint, Access)

Professional Credentials

State Licensed Associate Substance Abuse Counselor (LASAC), State Licensed Associate Counselor (LAC), and National Board for Certified Counselors (NBCC) National Certified Counselor (NCC) Candidate

Applications in Progress, Expected Nov. 2013

Certified Running Coach, Certified Public Accountant (CPA), Senior Professional in Human Resources (SPHR) – Inactive

Education, Honors & Training

MA in Counseling, State University, City, State (2013)

4.0 GPA, graduated in top 5% of class and within 2 years

Alpha Chi National College Honor Society; President Elect (2012 to 2013) – Chi Sigma Iota Counseling, Academic & Professional Honor Society International

Graduate Studies in Adult Education, State University, City, State (2008 to 2009)

BS in Accounting, State University, City, State

Dean's Honor Roll

Sand Tray Therapy Workshops – Holistic Training Center (2012 to 2013), Color and Symbol Play Therapy Workshop – Holistic Training Center (2013), Using the DSM-5 for Diagnosis & Treatment Course – CMI Educational Institute (2013)

Counseling Experience & Achievements

Student Counselor: ABC Company – City, State

2013

Chosen for internship based on strong performance as Volunteer. Provided psychoeducation and facilitated process groups (including weekly family sessions) within residential and outpatient substance abuse treatment center for women. Maintained 8–10 client caseload. Delivered individual counseling, contributed to treatment planning, and assisted with assessments. Completed 90-day follow up calls to discharged clients and updated records. Participated in weekly staff meetings with entire treatment team. Performed crisis intervention duties including reporting for child abuse cases. Trained new student interns on how to enter case notes into State Behavioral Health System.

- Stemming from personal success with recovery through exercise, presented idea and achieved approval from Program Director to implement 5K walk/run program for individuals in early recovery; trained group of 6 women for 8 weeks who completed their first race together, effectively supporting sobriety, sense of accomplishment, and improved wellness.
- Eliminated year-long backlog of follow ups in 6 months and designed system to efficiently track recovery status of 250 women.
- Provided group counseling for 200+ clients and psychoeducational services for 200+ clients and 75+ family members within 8-month tenure.

Master's-Level Student Counselor/Volunteer: ABC Company – City, State

2012 to 2013

Gained experience in managing cases for diverse clients including indigent persons within center providing free counseling and psychoeducation services. Upheld average caseload of 5 clients, working with adults, couples, adolescents, and families. Addressed substance abuse, truancy, and other issues. Set up treatment plans, updated case notes, performed psychosocial evaluations, and completed discharge planning duties. Conducted pre-screening phone calls.

- Selected for highly sought after role (one of 25 out of 175 total applicants).
- Maintained 80% client retention rate.
- Co-facilitated psychoeducational groups for adolescents and parents referred by City Juvenile Justice System, discussing parenting, healthy communication, and character-building skills.
- Volunteered to take on general administrative tasks for professional staff, freeing up their schedules for core responsibilities.

Volunteer: ABC Company – City, State

2011 to 2012

Specifically enlisted to take over Big Book project and lead weekly study group for women in residential substance abuse treatment. Aided Program Director with filing and data entry. Managed client follow up information in State Behavioral Health System.

- Relieved full-time staff member of Big Book project responsibilities, enabling them to focus on counseling/case management.
- Eradicated 6-month backlog of document filing and enhanced overall organization/ease-of-reference for staff.

Professional Memberships & Community Activities

American Counseling Association

State Counselors Association

National Association of Alcoholism and Drug Abuse Counselors (NAADAC), The Association for Addiction Professionals

Association for Play Therapy

Sponsor for Women in Recovery – Alcoholics Anonymous

Former Volunteer Group Leader – Covenant Hills

Additional Experience

Tax Accountant: ABC Company – City, State

2010 to 2011

Prepared individual, corporate, partnership, and monthly payroll and franchise tax returns. Consulted clients on tax-saving strategies. Generated financial statements, authored IRS correspondence, and maintained website.

- Cut tax return preparation time 15% by implementing improved process flow.
- Set up numerous databases to streamline monthly reporting for clients.

VP of Implementation, Co-Owner: ABC Company – City, State

1996 to 2008

Co-created new business specializing in HRIS. Orchestrated implementation of customized software solutions, assessing client needs, overseeing project progress, monitoring budgets, and facilitating data conversions from various platforms. Held product demonstrations for executive clientele. Trained/supervised 6 team members including Implementation Project Managers, Corporate Trainer, Conversion Data Specialist, Custom Computer Programmer, and Sales Assistant.

- Boosted recurring revenues by 10% per year and expanded market share through participation in payroll and HR organizations.
- Introduced flex scheduling, significantly reducing staff turnover.
- Invited to teach HR certification courses at State University and selected as Website/Technology Director for State Society of HR Management.