[Sample: *Format – ChronoFunctional – Counseling*]

Mark Sample

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PROFESSIONAL HIGHLIGHTS

Client Focused Counseling

- Provided direct care for adolescents with chemical dependency and mental illness in a residential treatment facility
- Counseling as a drug abuse counselor and mentor under the supervision of a Certified Addictions Drug Counselor
- Facilitated groups, such as: anger management, chemical dependency, and conflict resolution to educate, empower and prevent problematic behavior

Program Procedure

- Implemented crisis intervention strategies to maintain physical and emotional safety
- Administered and managed medication to accommodate the individual client needs
- Participated in in-service training to maintain competencies

Interpersonal/Communication

- Conducted new staff training in absence of supervisor to ensure quality services are rendered
- Addressed and brought awareness to issues related to gang involvement, by providing informational sessions and individual services
- Directed and connected clients with external resources for purposes of maintaining sobriety

EMPLOYMENT HISTORY

ABC Group, Maintown, Illinois, November 2005 – Present
Direct Service Technician / Provisional Counselor

Boarding House, Streetville, Illinois, October 2003 – October 2005
Direct Service Technician

Trinity United, Maintown, Illinois, December 2001 – October 2003
Direct Service Technician

EDUCATION

Governors State University, University Park, Illinois
Master of Arts in Counseling, Clinical Mental Health Track (Expected August 2014)
Bachelor of Arts in Interdisciplinary Studies, 2001

CERTIFICATION / TRAININGS

Substance Abuse Courses, Harold Washington College, Chicago, Illinois, June 2009
Crisis Prevention / Intervention (CPI), ABC Group, Maintown, Illinois, November 2005
Coronary Pulmonary Resuscitation (CPR), American Red Cross, Chicago, Illinois, April 2003
Direct Service Personnel (DSP), Department of Child & Family Services, Illinois, October 2001

COMPUTER SKILLS

Microsoft Work, Outlook, and PowerPoint, as well as Peoplesoft