

NAME

Address

City, State Zip

Phone: xxx-xxx-xxxx

Email: contactme@mymail.com

Country of Citizenship: United States

SSN: xxx-xx-xxxx

Veteran Preference: 5 Points; Navy Reserve

Job Announcement #:

CORE COMPETENCIES

Licensed Marriage & Family Therapist, Social Work, Counseling, Individual/Group Therapy, Treatment Planning, Crisis Intervention, Community Outreach, Progress Note Documentation, Admission, Discharge, Regulatory/Standards Compliance, Teaching, Program Management, Project Administration, Records Maintenance, Communications, Interpersonal Relations, Problem Solving, Needs Analysis, Leadership, Supervision, Training, Medi-Cal

WORK EXPERIENCE

xx/xxxx-Present

Company

City/State

Hours per Week: xx

Salary: \$xx,xxxx/annual

Supervisor: Name; (xxx) xxx-xxxx; May Contact

Educator

Deliver quality classroom instruction, with responsibility for supervising up to 32 students. Effectively facilitate teacher lesson plans per directives as well as evaluate and report on student performance.

xx/xxxx-xx/xxxx

Company

City/State

Hours per Week: xx

Salary: \$xx,xxxx/annual

Supervisor: Name; (xxx) xxx-xxxx; May Contact

Social Worker

Effectively managed caseload of as many as 15 children ages 0-18, with focus on ensuring achievement of medical, dental, psychiatric, educational, and social needs in both individual and group settings. Proficiently developed comprehensive psychosocial and behavioral treatment plans targeted toward facilitating family reunification or legal adoption. Thoroughly conducted weekly individual child assessments within the foster care home setting and productively delivered foster parent education. Proactively supervised visitations with biological parents. Efficiently documented all services through 30-day/quarterly court reports and special incident reports. Actively participated in weekly staff meetings to define goals, assess performance and maximize results; supervised and trained as pre-licensure MFT candidate.

xx/xxxx-xx/xxxx

Company

City/State

Hours per Week: xx

Salary: \$xx,xxxx/annual

Supervisor: Name; (xxx) xxx-xxxx; May Contact

Clinical Therapist

Facilitated therapeutic services spanning children, families and adults and encompassing individual, group and family treatment settings. Efficiently developed plans and managed cases as well as strategically delivered crisis intervention. Productively steered interagency and school-based services collaboration. Worked in clinically supervised training environment as a pre-licensed MFT.

Successfully developed and implemented 3 group programs for clients ages 11-21 as well as 2 ADHD groups, ages 3-8. Provided family psycho-education programs. Conducted comprehensive assessments across all age groups through clinic walk-in Triage in support of opening client cases for treatment; included emergency and crisis intervention services.

Actively served as member of Emergency Response Team; conducted on-site visits to local hospitals for 5150 evaluations. Efficiently compiled/prepared documentation per Department of Behavioral Health standards for Medi-Cal billing along with producing/maintaining supporting departmental paperwork.

xx/xxxx-xx/xxxx

Company

City/State

Hours per Week: xx

Salary: \$xx,xxxx/annual

Supervisor: Name; (xxx) xxx-xxxx; May Contact

Marriage and Family Therapist

Effectively assessed clients across all age groups and provided quality individual and family therapy services in collaboration with Riverside County Medi-Cal Fee for Service program. Provided monthly/quarterly documentation using County forms. Received weekly clinical supervision for pre-licensed MFTs.

xx/xxxx-xx/xxxx

Company

City/State

Hours per Week: xx

Salary: \$xx,xxxx/annual

Supervisor: Name; (xxx) xxx-xxxx; May Contact

Social Worker

Managed a caseload of up to 15 children ages 0-18, providing individual and group treatments; accountable for ensuring social, psychiatric, educational, medical, and dental needs were consistently met. Designed individualized psychosocial and behavioral treatment plans targeted toward family reunification or legal adoption.

Conducted weekly on-site foster care visits to assess child within home environment and provided foster parenting education; additionally oversaw biological parent visitations.

Maintained detailed documentation of services provided, including 30-day/quarterly court reports along with special incident reports. Attended weekly staff meetings; supervised and trained as a pre-licensed MFT.

xx/xxxx-xx/xxxx

Company

City/State

Hours per Week: xx

Salary: \$xx,xxxx/annual

Supervisor: Name; (xxx) xxx-xxxx; May Contact

Certified Trainer-Server

Demonstrated dynamic leadership skills in delivering new hire training. Actively collaborated with management in creating and administering comprehensive training program instrumental to boosting operational and financial performance.

xx/xxxx-xx/xxxx

Company

City/State

Hours per Week: xx

Salary: \$xx,xxxx/annual

Supervisor: Name; (xxx) xxx-xxxx; May Contact

Marriage and Family Therapist Trainee

Efficiently managed caseload of approximately 20 students/family members during school year. Offered solutions-focused crisis intervention for clients experiencing trauma in extenuating circumstances. Led education crisis intervention seminars as well as Healthy Families parenting classes focused on teachers and students.

xx/xxxx-xx/xxxx

Company

City/State

Hours per Week: xx

Salary: \$xx,xxxx/annual

Supervisor: Name; (xxx) xxx-xxxx; May Contact

Game Manager

Demonstrated sharp leadership skills in training new employees as well as assisting with pre/post-game operations ranging from equipment maintenance to cash security.

xx/xxxx-xx/xxxx

Company

City/State

Hours per Week: xx

Salary: \$xx,xxxx/annual

Supervisor: Name; (xxx) xxx-xxxx; May Contact

Coach

Successfully coached Junior Varsity Softball Team.

MILITARY BACKGROUND

U.S. Navy Reserves; xxxx-xxxx

EDUCATION

University
City/State
Degree: Master of Science in Counseling Psychology
Date Earned: xx/xxxx
GPA: 3.76/4.0 Scale
Credits Earned: N/A
Honors: Provost List; 2 years
Internships: 3,000 hours through positions listed in experience
Training: XYZ School District

University
City/State
Degree: Bachelor of Arts in Criminal Justice Administration
Date Earned: xx/xxxx
GPA: 3.5/4.0 Scale
Credits Earned: N/A
Honors: Provost List; 2 years
Activities: Varsity Softball

High School
City/State
Diploma: High School Graduate
Date Earned: xx/xxxx
GPA: 3.5/4.0 scale
Honors: Graduated with Honors
Activities: Head Peer Counseling Leader; Scholar Athlete

LICENSURES/CREDENTIALS

Licensed Marriage and Family Therapist; xx/xxxx-active

PROFESSIONAL & COMMUNITY AFFILIATIONS

Association of Marriage and Family Therapists
County Women's Network