

RESUMEDS

8888 Alvarado Street, Los Angeles, California 90026 | 234.567.8888 | contact@resumeds.com

ALCOHOL AND DRUGS ABUSE COUNSELOR

Qualifications Profile

Client-focused and highly responsive professional, with knowledge in alcohol and drugs abuse counseling from current studies in science of addiction, psychopharmacology and interventions

Knowledgeable at consolidating evidence-based behavioral treatments and holistic approaches in developing counseling programs to ensure clients' welfare. A highly effective leader with well-defined problem-solving, communication, and client service skills. Excellent people development skills crucial in establishing good relationships with clients of diverse cultural backgrounds.

Education and Certifications

Alcohol and Drugs Abuse Counseling Certificate Program • In Progress (*Expected Completion: Dec 2014*)
UNIVERSITY OF CALIFORNIA, LOS ANGELES-EXTENSION, LOS ANGELES, CA, USA

Certificate in Mindfulness and Loving-Kindness Meditations
UNIVERSITY OF THE WEST, ROSEMEAD, CA, USA

Master in Religious Studies • In Progress (*Expected Completion: Dec 2014*)
UNIVERSITY OF THE WEST, ROSEMEAD, CA, USA

Master of Management Information Systems
WEST COAST UNIVERSITY, LOS ANGELES, CA, USA

Bachelor of Science in Computer Science
WEST COAST UNIVERSITY, LOS ANGELES, CA, USA

Bachelor of Science in Accounting
BANGKOK UNIVERSITY; BANGKOK, THAILAND

Functional Skills

Alcohol and Drug Abuse Counseling

- Exceptional knowledge of the most effective intervention strategies: Motivation Interviewing (MI), Solution Focused Brief Therapy (SBFT), and Cognitive Behavioral Therapy (CBT)
- Excellent skills in various treatment settings including individual, family, and group counseling

Customer Satisfaction and Relationship Building

- Outstanding professionalism and broad-based knowledge of principles and processes in providing high-quality customer service
- Talent in cultivating customer relations through customer needs assessments and the delivery of excellent customer service.

Time and Resource Optimization

- Adeptness at responding to increasing expectations to further reduce adverse impacts, subsequently increasing efficiency and productivity.

Problem-Solving and Decisiveness

- Proficiency at identifying and analyzing problems; generating and evaluating alternative solutions; and presenting effective recommendations.

Work History

RESUMEDS, LOS ANGELES, CA, USA

Senior Accounting Systems Analyst • 2004–2007

Healthcare Financial Analyst • 2000–2004

Accounting Systems Analyst • 1999–2000

Accountant II • 1997–1999

Accountant I • 1996–1997

Technical Acumen

SQL | Microsoft Access | Visual C# | Visual Basic | Visual Studio.Net
ASP.NET | XML | XHTML/HTML | CSS | SQL Server 2005 | Windows 7 and XP | Microsoft Office Suite