

RESUMEDS

📍 8888 Alvarado Street, Los Angeles, California 90026 📞 (234) 567.8888 📧 contact@resumeds.com

-- CASE MANAGER --

QUALIFICATIONS PROFILE

Versatile and service-focused professional, equipped with solid knowledge of mental health and substance abuse counseling; complemented with expertise in the areas of developmental and cognitive psychology. Interested in pursuing a career as **case manager** to utilize and hone skills acquired from extensive exposure in diverse work settings and volunteer experience. Armed with outstanding ability to communicate well with people from all walks of life in order to analyze and anticipate specific client needs. Keen at generating reports and documentations based on accomplished research on particular topic.

AREAS OF EXPERTISE

*Research and Analysis | Client Relations | Leadership, Training, and Team Building
Administrative Functions | Interpersonal Collaboration | Regulatory Compliance | Customer Service*

EDUCATION

BACHELOR OF SCIENCE IN PSYCHOLOGY: MAY 2014

University of Mary Washington, Fredericksburg, VA

GPA: 3.5 | Dean's List – Spring 2014

Relevant Coursework:

*Counseling | Psychopharmacology | Fundamentals of Learning and Motivation | Research Methods
Developmental Psychology | Psychology of Aging | Intermediate Statistics*

RELEVANT EXPERIENCE

Co-Counselor/Supervised Internship

2013

ResuMeds, Los Angeles, CA

- Actively engaged in administering motivational enhancement-based group therapy for court-mandated individuals with substance-abuse disorders.
- Provided exceptional assistance to supervisor in various administrative duties, including electronically closing case files, discarding old files, distributing appropriate resources to clients, and evaluating client cases.
- Applied solid knowledge of drugs and alcohol effects on the brain and interpersonal behavior in participating with therapeutic cognitive and emotional exercises, including the execution of breathalyzer tests.
- **Gained solid awareness of substance abuse counseling with focused on motivational enhancement-based therapy through hands-on experience.**

Volunteer

2011

ResuMeds, Los Angeles, CA

- Worked as volunteer under a program designed to aid individuals in recovering from various mental health disorders by socializing with others.
- **Broadened knowledge on various personality and mental disorders and appropriate interactions due to extensive exposure in various mental health cases.**

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OTHER EXPERIENCE

Sales Consultant 2013–2014

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Shift leader/Closing Manager 2011–2013

ResuMeds, Los Angeles, CA

Waitress/Hostess 2009–2010

ResuMeds, Los Angeles, CA

Sales Associate 2008–2009

ResuMeds, Los Angeles, CA

CERTIFICATIONS

Cardiopulmonary Resuscitation (CPR) | First Aid | Automated External Defibrillator (AED)

PROFESSIONAL DEVELOPMENT

Psychological Training | SPSS Training

ACTIVITIES

Volunteer – Greater Fredericksburg Habitat for Humanity: May 2013

TECHNICAL ACUMEN

Microsoft Office Suite (Excel, Outlook, Word, and PowerPoint)