

RESUMEDS

8888 Alvarado Street ▪ Los Angeles, California 90026

234.567.8888 ▪ contact@resumeds.com

MENTAL HEALTH COUNSELOR

Focused, highly organized, and detail-oriented professional, offering broad-based experience in the healthcare industry with focus on patient care and assessment, counseling and guidance, and general management. Equipped with exceptional training, communication, analytical, and organizational skills, along with proven ability to maintain composure in dealing with emotionally charged, fast-paced, and stressful situations.

- **Equipped with outstanding patient care and human relations skills**, crucial in establishing positive rapport with customers and producing win-win results.
- **Technically proficient**; demonstrate strong command of basic medical and health record software, along with the ability to effectively prioritize and manage a broad range of responsibilities.
- **Acclaimed as a patient advocate** with keen attention to detail and commitment to the highest standard of personal and professional excellence.

EDUCATION

MASTER OF EDUCATION IN MENTAL HEALTH COUNSELING: 2014 ▪ Hunter University | New York, NY, USA
GPA 4.0/4.0

BACHELOR OF ARTS IN SOCIOLOGY: 2006 ▪ University of California, Irvine | Irvine, CA, USA
GPA 3.6/4.0 ~ *Dean's Honor List*

GLOBAL STUDIES EDUCATION ABROAD PROGRAM: 2005 ▪ Meji Gakuin University | Tokusuka, Japan

FUNCTIONAL SKILLS

COUNSELING AND THERAPY

- Guaranteed the provision of guidance and referral to appropriate resources while teaching potential study participants on suitable protocols.
- Demonstrated strong counseling skills in addressing social emotional needs of high school students.
- Established clear and meaningful learning goals for students by actively engaging with their parents through regular meetings.
- Structured individualized goals for students while documenting their progression throughout the school year.
- Presided over workshops for students in exploring their academic and career options while also fostering their interpersonal skills development.
- Led the facilitation of therapeutic group sessions and participated in case conferences and case planning with interdisciplinary site staff.

MEDICAL AND PSYCHOLOGY PROFICIENCY

- Served an integral role as clinical coordinator in Gynecological Medical Oncology Chemotherapy Suite, Pre-Surgical Testing Department, and Solid Tumor Gastroenterology clinic.
- Took charge of the writing and submission of research manuscripts for peer-reviewed gynecologic cancer journals as well as National Institutes of Health (NIH) and foundation-sponsored research grants.
- Effectively employed proficiency in conducting psychosocial intakes on new admissions to the facility.

ADMINISTRATION AND PEOPLE DEVELOPMENT

- Adeptly managed the assurance of patient safety, satisfaction, and continuity of care through collaboration with multidisciplinary team of doctors, nurses, and administrative staff.
- Acquired adeptness in handling and managing difficult patient interactions from extended treatment and clinic wait times.
- Sustained constant communication between clinics, chemotherapy units, pharmacy, patients, and other departments within the hospital to optimize efficient patient flow.
- Spearheaded the provision of primary administrative support to clinicians across various units.
- Developed direct involvement with Thoracic Surgery and Medical Oncology Service as the clinical coordinator.
- Arranged appointments and schedules of physician, chemotherapy, and radiology.
- Provided high-level customer service by meeting them weekly for individual psychotherapy while promptly resolving arising disagreements and problems.

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CONTINUOUS PROGRESSION IMPACTS

- ☑ Contributed significant efforts in patient screening and human subject information collection for research protocols while conforming to all appropriate institutional, state, and federal regulations.
- ☑ Established and monitored the implementation of strategic clinic flow while accommodating a large patient volume.
- ☑ Made substantial contributions in guaranteeing the receipt of Magnet status as a key member of the Unit Based Council.
- ☑ Efficiently handled and trained 10 session assistants, thereby ensuring accuracy in their work
- ☑ Displayed unsurpassed management expertise, which resulted to the following:
 - ☐ Achievement of the highest score in service (5/5) every year throughout tenure for delivering outstanding patient care administration; and
 - ☐ Obtainment of multiple distinctions such as Session Assistant of the Month, Excellence in Communication, and Staff Recognition.

WORK CHRONOLOGY

■ ResuMeds - Los Angeles, CA (2007–Present)

➤ SESSIONS ASSISTANT III 2009–Present
GYNECOLOGICAL MEDICAL ONCOLOGY ~ PRE-SURGICAL TESTING ~ SOLID TUMOR GASTROENTEROLOGY

➤ VOLUNTEER RESEARCH STUDY ASSISTANT 2012–Present
GYNECOLOGY SERVICE, FEMALE SEXUAL MEDICINE PROGRAM

➤ SESSIONS ASSISTANT II 2007–2009
THORACIC ONCOLOGY

➤ SESSIONS ASSISTANT I 2007
DERMATOLOGY AND PLASTIC SURGERY

PROFESSIONAL DEVELOPMENT

COUNSELOR-IN-TRAINING (INTERNSHIP), 2013–2014 New York University - New York, NY
EXTERN, 2011 Odyssey House Lafayette - New York, NY
PRESS INTERN, 2006 Senator Edward M. Kennedy, District of Massachusetts - Washington, DC

ACTIVITIES

Group Facilitator, Memorial Sloan-Kettering Cancer Center

PUBLICATIONS

ResuMeds R.M., ResuMeds R.M., **ResuMeds R.M.**, and ResuMeds R.M. (2013). The physical consequences of gynecologic cancer surgery and their impact on sexual, emotional, and quality of life issues. *Journal of sexual medicine*, 10(1), 21-34.

ABSTRACT AND PRESENTATIONS

ResuMeds R.M., **ResuMeds R.M.**, ResuMeds R.M., ResuMeds R.M., ResuMeds R.M., ResuMeds R.M., and ResuMeds R.M. (2012) *Characteristics and needs of female cancer patients/survivors seeking treatment at a female sexual medicine program*. Podium Presentation at the World Meeting on Sexual Medicine. 18th Meeting of the Sexual Medicine Society of North America, Chicago, IL.

ResuMeds R.M., **ResuMeds R.M.**, ResuMeds R.M., ResuMeds R.M., ResuMeds R.M., ResuMeds R.M., and ResuMeds R.M. (2012) *Characteristics and needs of female cancer patients/survivors seeking treatment at a female sexual medicine program*. Podium Presentation at the World Meeting on Sexual Medicine. 15th World Meeting of the International Society for Sexual Medicine, Chicago, IL.

ResuMeds R.M., ResuMeds R.M., ResuMeds R.M., ResuMeds R.M., **ResuMeds R.M.**, ResuMeds R.M., ResuMeds R.M., ResuMeds R.M., ResuMeds R.M., and ResuMeds R.M. (2014) *Baseline characteristics and concerns of female cancer patients/survivors seeking treatment at a female sexual medicine program*. Plenary Oral Presentation at the Society of Gynecologic Oncology. 45th Annual Meeting on Women's Cancer, Tampa, FL.

TECHNICAL ACUMEN

Microsoft Office Suite ~ IBM and Macintosh Systems ~ Epic ~ Healthcare Information Systems ~ Muse
LexisNexis ~ 80 WPM Typing Speed