

Jane Doe

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SUMMARY OF QUALIFICATIONS

Licensed Graduate Professional Counselor (LGPC) with multiple years of experience working with children, adolescents, and families in a counseling setting. Looking to further enhance knowledge and experience by working in an academic or non-profit environment.

SKILLS

- Research/ Program Evaluation
- Case Management
- Psychosocial Assessments and Analysis
- Clinical Documentation

PROFESSIONAL EXPERIENCE

Johns Hopkins Medicine, Baltimore, MD 06/20XX-Present

Mental Health Therapist

- Provide comprehensive psychosocial assessments, diagnostic formulations, and treatment (individual, family, and group psychotherapy) for patients in the general Adult Outpatient Program of Community Psychiatry.
- Maintain clinical documentation in electronic medical record system and obtains insurance authorizations for services.
- Collaborate with CPP psychiatrists to integrate care provided, collects outcome measures and utilizes client feedback for departmental improvement.

University of Maryland Center for School Mental Health, Baltimore, MD 09/20XX-03/20XX

Mental Health Counselor

- Conducted weekly individual and group therapy sessions with children and adolescents diagnosed with a variety of disorders including ADHD, Depression, and Anxiety.
- Facilitated counseling sessions with clients of ages 7-13 with problems related to trauma, life transitions, and eating disorders.
- Maintained caseload of 15-20 weekly client appointments and processed notes.
- Assigned diagnosis based upon the DSM-5 and wrote treatment plans.

The Rock Creek Foundation Timonium, MD 09/20XX-08/20XX

Intern

- Worked closely with mental health clinicians to provide solution-focused services to individuals and families.
- Responded to clients experiencing non-acute crises.
- Assisted with group sessions focused on substance abuse and mental health disorders.

Target Corporation, Timonium, MD 05/20XX-08/20XX

Shift Manager

- Directed and supervised employees engaged in sales, inventory taking, and reconciling receipts.
- Monitored sales activities to ensure that customers received satisfactory service and quality goods.
- Inventoried stock and reordered when inventory dropped to a specified level.
- Instructed staff on how to handle difficult and complicated sales.

EDUCATION

Master of Science, Counseling Psychology 05/20XX

The University of Baltimore, Baltimore, MD

Bachelor of Arts, Psychology 05/20XX

Miami University, Coral Gables, FL