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## **Objective**

Seeking the opportunity to provide service by assisting others to get re-established and regain control of their personal life. To offer professional (by direction) one-one evaluation and counseling to chemical dependent substance abusers.

## **Profile**

Energetic, Organized, Self –Motivated, Devoted Team Player that is confident in making independent decisions and possess excellent team building and communication skills.

## **Flexible and Versatile**

Able to maintain a sense of humor under pressure. Enormously talented manager and mentor. Takes charge and assumes responsibility in any situation and consistently delivers superb results.

## **Professional Experience**

### **Chemical Dependency Professional Trainee**

February 14, 2013 to April 6, 2015 Recovery Centers of King County

CD Counselor and Case Manager with responsibility of up to 50 client caseload to include, individual counseling sessions, treatment plans, treatment revisions as needed, drug screens, discharges, discharge summaries, aftercare plans, charting progress, monthly status reports. I am responsible for facilitating and educating IOP, WOP, Relapse Prevention, Abuse, and Early Intervention groups. I perform alcohol/drug evaluations including, assessment summaries, diagnosing, treatment recommendations, admissions, communications with attorneys and other reporting agents, all under the direction of clinical lead.

February 7, 2012 – January 17, 2013 Associated Behavioral Health Care Kent, WA

CD Counselor and Case Manager with responsibility of a 65 client caseload to include, individual counseling sessions, treatment plans, treatment revisions as needed, drug screens, discharges, discharge summaries, aftercare plans, charting progress, monthly status reports. I am responsible for facilitating and educating IOP, WOP, Relapse Prevention, Abuse, and Early Intervention groups. I perform alcohol/drug evaluations including, assessment summaries, diagnosing, treatment recommendations, intakes, communications with attorneys and other reporting agents, all under the direction of clinical lead.

January 3, 2011 – March 18, 2011 and June 20, 2011 – August 12, 2011 Prosperity Counseling & Treatment Services Sumner, WA

While still attending Highline Community College in the Chemical Dependency Professional Program I completed Internships during the Winter 2011 and Summer 2011 quarters at Prosperity Counseling & Treatment Services, Inc.. During my Internships, I successfully acquired Support Staff skills, admits, intakes, facilitating morning gatherings, monitoring dining room and exercising activities, facilitating group processes, and one on one counseling of patients; to include, assessments, treatment and aftercare plans.

### **Windows Server Global Release Manager**

June 1987- April 2009 The BOEING Company Bellevue, WA

During my 22 year tenure, I successfully obtained and held nine positions in which three were in management. Starting as a Data Entry Equipment Operator through dedication, professionalism and commitment I was given the opportunity to expand my horizon and work and gradually worked myself to the present position.

**Windows Server Lifecycle Management Team** / developed the Windows server Lifecycle Project processes for: Change, Release and Configuration Management aligned with ITIL version 2

**Block Point /Change Management Project Manager** / responsible for company worldwide communication of team progress status to all levels of management, team members and peer groups.

**NT System Administrator** / Supported Northwest Distributed Server Synergy established schedules, assisting sites and implementation/transition of server consolidation efforts.

### **Senior Bank Teller**

June. 1985- April 1987 National Bank of Tukwila Tukwila, WA

Responsible for pay and receiving teller transactions, CRT Data Entry, accounts payable/ receivable invoice tracking, filing overdraft reports.

### **Customer Service Manager**

Dec 1982- May 1985 First Interstate Bank, Fidelity Lane Branch Seattle, WA

Customer service, CRT Data Entry, hire, develop and train newly bank tellers, implement bank procedures controls and audit requirements. Conducted branch security training, assisted with balancing bank budget and responsible for maintaining good community relations.

### **Education**

Graduated Highline Community College with Honors in Chemical Dependency Professional Program. Completed last four courses Fall Quarter 2011 to obtain my AAS Chemical Dependency Professional Degree.

Dean's list 12/10, 3/11, 6/11

### **Certification**

Strategies for Managing Complex Projects  
Leadership Techniques for Project Managers

## Quality Management Fundamentals for Project Managers

### Membership / Affiliations

Alcoholics Anonymous

Al-Anon

Phi Theta Kappa