

# JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105  
(555) 432-1000 - resumesample@example.com

## PROFESSIONAL SUMMARY

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Skilled group and individual Limited License Counselor with strong background helping clients that experienced intimate partners violence/ sexual assault overcome personal challenges and cope with triggering situations. Worked with mandated clients currently court involved and struggling with past trauma, both personal and generational. Created non-traditional programming, instituted and planned implementation of trauma informed practices and achieved impressive program completion rate. Focused on facilitating exploration of issues, developing individualized plans and developing important skills. Licensed by Michigan.

## SKILLS

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- Client Data Confidentiality
- Intervention planning
- Trauma Informed counseling
- CBT/DBT counseling and techniques
- Skilled in intake interviewing and needs assessment
- Trained in indicators of child abuse
- Michigan Professional Counselor Limited Licensure
- Crisis Response
- Expertise in crisis intervention techniques
- Adept at conflict resolution
- Social Perceptiveness
- Group Therapy

## WORK HISTORY

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08/2018 to Current **Program Coordinator /Client Service Advocate**

**Women's Resource Center** – City, STATE

- Provided ongoing direction and leadership for court mandated psychoeducational program operations from conception of trauma informed programming through successful execution.
- Interviewed clients, reviewed police reports and conducted assessments to evaluate mental condition of clients and appropriateness for program.
- Provided monthly status reports on mandated clients and communicated with probation/parole/child protection services workers to ensure client and referring agencies needs and goals are met.
- Collaborated with multiple agencies to assist clients in reaching goals, secure needed resources, and communicate effectively with community service providers.
- Employed range of clinical interventions to deliver ongoing supportive services for clients.
- Managed individual advocacy services for clients to increase knowledge about domestic violence through use of supportive psycho-education material, community referrals and collaboration, and assist with complex psychological needs of survivors of intimate partner violence and sexual assault.
- Assessed abilities, needs, barriers, and cultural identity of clients to determine appropriate interventions.
- Obtained and supplied information to coordinating agencies to provide best possible guidance to clients.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Carried out day-day-duty accurately and efficiently.
- Performed supportive services for survivors during sexual assault nurse examination (SANE) on site at hospital, assess immediate needs, and assist in meeting their safety and support needs.
- Provide supportive services for staff at residential shelter for intimate partner violence/sexual assault.
- 89% completion rate for 36-week mandated program psychoeducational group with 119 participants since beginning position.

06/2018 to 06/2020 **Visitation and Exchange Monitor**

**Safe Haven - Child & Family Services** – City, STATE

- Built solid and trusting rapport with children and families, fostering trust and communication to meet case needs.
- Documented data and completed accurate updates to case records.
- Engaged with clients and families to assess needs and provide informational resources.
- Collaborated with community program leaders and advocates to make resources accessible to those in need.
- Reported child abuse in accordance with legal standards of mandatory reporters.
- Carried out day-day-duty accurately and efficiently.
- Worked flexible hours; night, weekend, and holiday shifts.
- Performed duties in accordance with applicable standards, policies and regulatory guidelines to promote safe working environment.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Served needs of 70 - 115 unique families routinely

11/2017 to 06/2018 **M.E.N.S. / A.W.A.R.E. Program Intern**

**Women's Resource Center** – City, STATE

- Educated potential participants on available services and processes to engage in program.
- Co-facilitated psychoeducational groups with 10-25 participants
- Assisted in assessment and intake for both programs.
- Collaborated on program operations and relayed participant feedback for improvements.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Performed duties in accordance with applicable standards, policies and regulatory guidelines to promote safe working environment.
- Worked with clients to improve life choices and maximize benefits of programs.
- Offered guidance and advice to help cultivate self-esteem and community involvement.
- Guided clients in effective therapeutic exercises integrated from Cognitive Behavior Therapy and Dialectical Behavior Therapy (DBT).

## EDUCATION

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04/2019

**Master of Arts: Counseling Psychology**

**Western Michigan University** - Kalamazoo, MI

- American Association of University Women - Career Development Scholarship Recipient

04/2011

**Bachelor of Arts: Liberal Arts And General Studies**

**Grand Valley State University** - Allendale, MI

- Dean's List Fall 2009, Spring 2010, Fall 2010, Spring 2011

- 3.89 GPA