

ROBERT SMITH

Professional Counselor/Representative

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Intelligent, dedicated, and initiative-taking professional emphasizing efficiency while utilizing analytical thinking and problem solving skills. Experienced in chart auditing, and tracking, identifying.

2004 - 2007

PROFESSIONAL COUNSELOR/REPRESENTATIVE - ABC CORPORATION

- Counseled children, adolescents, adults, and families using a systems approach.
- Met with school personnel and parents to develop a viable education plan for various students (IEPs and 504s).
- Assisted clients in obtaining modifications and accommodation for the ACT, GED, and LSAT testing as well as accommodations for college.
- Performed in school observations for children undergoing Attention Deficit evaluations.
- Administered Conners Continuous Performance test for children and adults.
- Administered Integrated Visual & Auditory Continuous Performance Test (IVA+Plus).
- Trained for and administer Woodcock-Johnson III Cognitive and achievement tests for various individuals.

1999 - 2004

PROFESSIONAL COUNSELOR - ABC CORPORATION

- 4 Conduct outpatient individual, family, and group counseling sessions.
- Perform intake assessments, to include CASI.
- Provide behavioral mental health and substance abuse recovery, resiliency and relapse prevention counseling.
- Assess for SI/HI, make referrals to inpatient facilities and state wrap around community services.
- Chart management for new and existing clients.
- Enter tickets into Magellans billing system, acquire authorizations and reauthorizations.____.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

MA in Counseling - (Lindenwood University - Saint Charles, MO)

SKILLS

Communication Skills, Organized.