

ROBERT SMITH

Lead Professional Counselor

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Trained in Eye-movement Desensitization and Reprocessing (EMDR), and Certified Facilitator. Leader of skills and processing groups. Experience treating Bipolar, PTSD, Depression, Anxiety, Marital Issues.

CORE COMPETENCIES

Problem Solving Skills, Leading Skills.

PROFESSIONAL EXPERIENCE

Lead Professional Counselor

ABC Corporation - January 2008 – June 2012

Key Deliverables:

- Specialized in drug and alcohol treatment, marriage, and individual counseling.
- Responsible for the daily function of the office including first-line client contact for questions regarding services, acceptance of insurance, and appointments.
- Responsible for accounts receivable and payable, using Excel and Quickbooks.
- Processed daily/weekly accounts receivable cash, credit, and check payments.
- Responsible for weekly financial analysis and reports.
- Extensive calendar maintenance and scheduling for the owner of the center and 2 full-time counselors.
- Developed and maintenance of company database system using FileMaker.

Professional Counselor

ABC Corporation - 2006 – 2008

Key Deliverables:

- Provided Dialectical Behavior Therapy to adults and adolescents, which included weekly one hour sessions and 24/7 telephone coaching.
- Initial assessments and pre-treatment planning.
- Co-lead two skills training group for adolescents and adult.
- Trained in Mindfulness skills, Distress Tolerance skills, Interpersonal Effectiveness Skills, Emotion Regulation Skills and Middle Path Skills.
- Attended weekly two hour team consultation meetings..
- This is Dummy Description data, Replace with job description relevant to your current role.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

ROBERT SMITH
Lead Professional Counselor

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: [Qwikresume.com](https://qwikresume.com)

Diploma

