Resume for

Amanda M Gillam Logan

171 W.Silver Street #400 PMB#586

Elko, NV 89801

(775)340-1282

\*1983-1984 Taco Bell Corporation. Reno, NV

Experience: Customer service, Cash Handling, Requisitioning supplies, closing procedures.

\*1985-1987 Sentry Security and Boarding. Reno, NV

Experience: Office Dispatcher/Receptionist, Accounts payable, Accounts received, Armed Guard for large functions (I.E.) Concerts, Horse Shows, Car Shows.

\*1988-1989 Boyd’s Plumbing. Tonopah, NV

Experience: Accounting/Payroll Assistant. Bookkeeping for billing and payroll, Ledger Data Entry for Billing and Accounts Received, Processing Monthly Billing Statements and Mailing them out.

\*1988-1989 Mizpah Hotel and Casino. Tonopah, NV

Experience: Front Desk Clerk /Event Coordinator. Guest registration, Guest reservations, Event Coordinator for the hotel, cashier, receptionist, public relations.

\*1990-1993 Reynolds Electric and Engineering. Tonopah, NV

Experience: Classified Position with Tonopah NV Test Range.

\*1993-1995 Admitting Clerk /Accounts Receivable /CNA@ Nye Regional Hospital. Tonopah, NV

Experience: Admitting Patients through Emergency Room, Computer Data Entry, Cash handling, and billing. Later became a Certified Nursing Assistant for Nye Regional Hospital doing Patient Care.

\*1995-1996 Mt. Grant Hospital. Hawthorne, NV

Experience: Certified Nursing Assistant. Patient care, Charting.

\*1996-1997 Garden Terrace. Spokane, WA (No Longer In Business)

Experience: Patient Care, Charting.

\*1997-1998 Life Care Center of America. Sandpoint, ID

Experience: Certified Nursing Assistant. Patient Care, Charting.

\*1998 Private Care for Krantz Family. Carlin, NV

Experience: Special Training from Primary Children’s Hospital for Premature Baby Girl private care.

\*1998-2000 Private care for Pasquale Family. Spokane, WA

Experience: Private care of stroke patient. Assist with daily living, medication assist, charting in medical charts for the state. Driving client to medical appointments, planning activities and outings, scheduling doctor and physical therapy appointments, household chores, daily meal planning and cooking.

\*2000 Ameripro Corporation. Spokane, WA

Experience: Loan Officer. Processing home loans, computer data entry.

\* 2003/10/21 -2004/07/04 Waterford South Hill. Spokane, WA

Experience: CNA – Patient care, charting.

\*2004 Sisters of the Holy Name Convent. Spokane, WA

Experience: Certified Nursing Assistant. Patient Care, Charting.

\*2005 Sun Ray Court Treatment Center. Spokane, WA

Experience: Chemical Dependency Counselor, Treatment Planning, Assessment, Intake and Discharges for chemical dependency, Case Management, Monthly Court Reports, One to One counseling, Group Counseling, Family Counseling, Educational Class Facilitator, Crisis Intervention, Outside Agency Referrals, Attended staff Meetings and Trainings, Front Office Reception.

2005-2007 CiviGenics Corporation. Vancouver, WA

Experience: Chemical Dependency Counselor for Department of Corrections. Assessments, Intakes and Discharges for Chemical Dependency, Target Reporting data entry for the state of Washington, Treatment Planning, Case Management, One to One Counseling, Group Counseling, Group Process Facilitator, Attended Staffing Meetings and Trainings. Outside Agency Referrals.

\*2007 Anchor Point Counseling Center. Battleground, WA

Experience: Chemical Dependency Counselor. Assessments, Intakes and Discharges for Chemical Dependency, Treatment Planning, Computer data entry, One to One Counseling, Group Counseling, Group Education Facilitator, Case Management, Monthly Court Reports, Outside Agency Referrals, Accounts Receivable, Front Office Reception.

\*2007-2008 The Right Choice Treatment Center. Vancouver, WA

Experience: Chemical Dependency Counselor. Assessments, Intakes and Discharges for Chemical Dependency, Treatment Planning, Case Management, Monthly Court Reports, One to One Counseling, Group Counseling, Group Education class Facilitator, and ADIS class Facilitator, Outside Agency Referral, Accounts Receivable, Front Office Reception.

\*2009-2010 Robinson Nevada Mining Corporation. Ely, NV

Experience: Haul Truck Driver. Transportation of Haulage to designated location, Inspection and Care of haul truck, Observation of daily mine site conditions of work area, Observation of traffic patterns of mine site, Observation and Awareness of vehicle traffic on mine site.

Experience: Assay Lab Technician. Daily processing of ore samples, balancing of samples, wet lab processing of samples, charting data for samples. Cleaning and sterilization of lab equipment and work areas, proper use of personal protective equipment.

\*2010/2/10- . Private Care for Marlow Family. Washougal, WA

Experience: Private personal care for client in daily living needs, running errands, taking to appointments once a month.

2010 -2011 Western Psychological and Counseling Services. Vancouver, WA

Experience: Chemical Dependency Professional Counselor. Evaluations, Intakes, Treatment planning, Case Management, One to One Counseling, Group process and education, In office referral services and Outside agency referral services.

2012-2012 Day Break Equestrian Center for Youth. Baker, NV

Experience: Equestrian program Manager, Case Management for youth in program, Records management for equine and equine program, counseling, and staff collaboration meetings.

2012-2013 Vitality Center, Elko, NV

Experience: Dependency Professional Counselor. Evaluations, Intakes, Treatment planning, Case Management, One to One Counseling, Group process and education, In office referral services and Outside agency referral services. Lead Counselor for the DUI Diversion program.

Education:

Buckeye Elementary School. Buckeye, AZ

Buckeye Union High School. Buckeye, AZ

Esmeralda County School District. Goldfield, NV

Received GED from ECSD

Spokane Falls Community College. Spokane, WA

Received my AAS in Counseling / Certified in Chemical Dependency Counseling.

Walden University. Minneapolis, MN . I have a few classes left to complete my BA in Counseling with emphasis in Psychology. I plan to continue my education working toward my MA in Human Services

References:

Elizabeth Angulo (360)608-3750

Laura Lewis (360)887-0707

Denice Addison (916)889-4732

Michael Killebrew (775)745-1381

Suzanne Moon (775)934-2278