

713, Bergen Ave, Unit C4
Jersey City, NJ 07305

Phone 201 616 2201
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Abisoye Waheed Oladejo

05/15/2013

Office of Human Resources.

Dear Sir/Ma,

COVER LETTER

I am a highly motivated Substance Abuse counselor Assistant/CADC Intern with years of practical experience and hands-on skill such as; clients assessment, individualized treatment plan, provision of individual and group counseling, maintenance of clients' records and charts, case management and referral as appropriate to clients' treatment plan. In addition to exceptional counselor assistants' expertise, I'm also acknowledged for being adapted and self-directed with the ability to handle even the most challenging situations as a result of well developed communication skills and organizational capabilities.

I am currently a senior student at New Jersey City University, pursuing a Bachelor in Behavioral Science...Concentration in Alcohol and Drugs Studies/ Mental health, to be completed in Fall 2013. (Completed all the domains for the CADC) The concentration satisfies the academic requirement for the NJ Certified Alcohol & Drugs counselor (CADC) credential.

I have enclosed my resume for your review. Some of the key strengths I can offer include: Solid background and training in areas where technical expertise, organization, interpersonal communications, motivation, and management as required with tested clinical experience in IOP/OP and Residential programs.

Excellent organizational, time management and communication skills with the flexibility and experience required to adjust to rapidly changing schedules and frequently shifting priorities.

I would appreciate an interview to discuss more about my potentials for this position.

Sincerely,

Abisoye W Oladejo

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Abisoye Waheed Oladejo

- Objective** To obtain a position within your facility that will utilize my education, skills and work experience while providing new challenges.
- Education**
- 05/02/11 New Jersey City University Jersey City NJ
(CADC)
The concentration satisfies the Academic requirement for The NJ Certified Alcohol & Drugs Counselor(CADC) Credential. Such as...Drug & Alcohol Abuse Counseling 1 & 2, Treatment Planning, Case Management, Substance Abuse, Mental health, Professional Ethics & Confidentiality
 - 01/25/11-Bayonne Medical Center Bayonne NJ
(Secure Training to prevent crisis in Mental Health)
 - 12/13/10 NJ Dept of Mental Health Services. Trenton NJ
(Critical Issues for addressing Trauma & Substance Abuse)
(Intro to Disaster Mental Health & Crisis Counseling)
 - 2009-Present New Jersey City University Jersey City NJ
 - **(Bsc. /Major. Psychology and Public-Admin) in progress**
Concentration in Mental Health /alcohol & drug Studies.
 - 02/08-02/08 International Institute of NJ Jersey City NJ
 - **(Certificate of Achievement in Computer Training)**
 - 2001-2004 Lagos State University Lagos Nigeria.
 - **(Associate-Int'l Affairs & Strategic Studies)**
 - 1996-2001 Ise High School, Epe Lagos Nigeria.
 - **(High School Diploma/WAEC)**
- Work Experience**
- 04/23/12- Present Jersey City Medical Ctr. Jersey City NJ
CADC Intern.
 - Develop individualized treatment plan.
 - Provide individual & group counseling and educational programs in accordance with treatment plan.
 - Perform case management.
 - Document treatment & discharge plans, and clients' progress note.
 - 04/04/11-Present. Turning Point Inc. Paterson NJ
Counselor Aide / Mental Health Tech
 - Provide direct supervision & support to clients.
 - Perform periodic roll calls/ counts to assure that all clients are accounted for.

- Participate in counseling team by assisting primary counselor in managing client's caseload.
- Observe & document clients' behaviors interacting with peers.
- Transport & supervise clients to & from all off site appointments.
- Assist/supervise clients in maintaining safe and lean environment
- Perform other duties assigned by the management
- Prepare & present didactic session on chemical dependency & other related issues to clients

08/03/10-10/25/11 Bayonne Medical Center Bayonne NJ

Patient Care Partner (PT) Behavioral Health unit& Med/Surg

- Assists patients with the activities of daily living,
- Giving and receiving report, Case management.
- Charting of correct I & O, safety rounds, Vital signs and glucose
- Charting of patients plan of care for the day.

References

Available upon request