**MAURCENA WAKEFIELD**

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**Summary of Qualification**

* Trained and certified CASAC-T and Peer Specialist
* Proven customer service and interpersonal skills
* Compassionate and caring; able to relate to challenges
* Highly motived, determined and diligent
* Life-long leaner; passionate about helping others succeed
* Computer savvy; MS Office and client management databases

**Education & Training**

**The College of New Rochelle Brooklyn, NY**

*Coursework toward B.A. in Psychology 2014*

**The Resource Training Center, Inc.** **New York, NY**

*350-Hour CASAC Training*  *2013*

*Recovery Coach Training 2013*

*Case Aide Training Program 2010*

**Arrive/Exponents New York, NY**

*HIV and Substance Education and Training 2010*

**Work Experience**

**The Resource Training Center** **New York, NY**

*Intern Jan.- June 2013*

* Performed client and student intakes; determined treatment status
* Maintained and updated files, answered telephones and transferred calls

**Housing Works Brooklyn, NY**

*CASAC Intern Nov. 2012- Apr. 2013*

* Performed initial intake to determine and document needs and status of clients
* Facilitated groups of up to 10 clients; including support, sobriety and relapse

**H&R Block** **Brooklyn, NY**

**Tax Associate (Seasonal)** Jan. 2009 – April 2011

* Scheduled appointments with individuals and small business for tax preparation
* Interviewed clients to determine taxable income, deductible expenses and allowances
* Reviewed financial records to determine forms need to prepare returns
* Computed tax refunds or liability, completed and submitted returns