DANIEL OFFLEE

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Objective – Itismygoaltoobtaintheposition of Patient Care Technician- Med Surg Tele, in order to utilize my professional experience, qualifications in an efficient and safe manner.

Qualifications Summary - I have an established record of providing a full range of supervision, direction, and developing team building task to ensure the highest level of client/team support. I have 1 year experience delivering inter-office mail, supplies, and materials to over 30 Social Services offices located throughout Riverside County. I also posses five years’ experience in the case management field, with focus on dually diagnosed clients, at the residential/outpatient level of care.

* ***Leader*** - I have 5 years of leadership experience with extensive knowledge in the principles of administration and personnel management. I managed a caseload of 20 individuals at the residential and outpatient level of care, with focus on dually diagnosed clients. I also possess outstanding organizational skills. During

* ***Team Builder*** - I am a decisive and fair team leader with experience in performance evaluation, team building exercises, and organizational development. I possess the ability to foster cooperative and effective working relationships at all levels.
* ***Communicator*** – I am an accomplished communicator with highly developed written and oral communication skills. I am an expert in devising, preparing and presenting information including training and informational materials for individual or group settings.
* ***Problem Solver***- I have experience in handling the administrative complexities involved in organizational development. I have the ability to establish and maintain effective working relationships at all levels.

Professional Experience

PRODUCT MANAGEMENT DRIVER

Lifestream Blood Bank-

July 2017 to February 2019

* I am responsible for the receipt and processing of orders for blood products.
* I am also responsible for the transportation of unprocessed products, and sample tubes to the laboratory for processing.
* I also process the receipt of imported blood products, returns, and transfers of inventory from one distribution location to another.
* I provide excellent customer service to all customers, and ensure proper documentation of all processes

CUSTOMER SUPPORT REPRESENTATIVE II

Riverside County Department of Social Services – November 2015 to June 2017

* Using a county vehicle, deliver and pick up documents, materials, records and supplies in an assigned route for a group of customers .
* Load and unload supplies, materials and equipment from trucks; receive supplies, tools and equipment: inspect for damage and quantity received against requisitions, invoice or freight bills.
* Store stock in accordance with storing and inventory system.
* Package items to be shipped, fill requisitions and assemble for delivery; maintain automated and manual filing systems and routine records of items received and issued.
* Take periodic physical inventory; duplicate forms and other printed material, maintain records, perform data entry and manual inventory card posting.
* Operate forklift to move pallets; report items to supervisor that are low in stock, research problems, and meet deadlines and time frames set forth by customer.

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**Professional Experience – Continued**

**Waitlist Technician – Riverside County EDA Section 8 Intake**

**November 2014 - November 2015**

* Answer questions and provide information to the public.
* Prepare and execute contracts between the Housing Authority and property owners.
* Implement outreach programming and community resources; serve as a quality management care team member.
* ***Render superior communications skills.***
* ***Dispense family assessments, background, and therapy aptitude.***
* ***Assist in parenting skills education.***
* ***Maintain caseload management.***
* ***Conduct weekly briefing sessions to introduce new clients to the Section 8 program.***
* ***Perform data entry- Record information for case records, filing of documents, chart auditing.***
* ***Interpret program rules, regulations, and other pertinent material to applicant.***
* ***Compute amount of grant authorized and applicant income limits.***
* ***Prepare and maintain other documents associated with the eligibility process.***

ECT Support Staff

Loma Linda Behavioral Medical Center

February 2010 to February 2013

* Chart patient’s mood and affect prior to and post electroconvulsive treatment.
* Monitor patient’s vital signs.
* Apply crisis intervention techniques for severely depressed patients.
* Notify patient’s primary physician and medical insurance of any medication or treatment procedure changes.

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**Professional Experience – Continued**

**CASE MANAGER – ADDICTION/BEHAVIORAL THERAPY**

Whiteside Manor - Riverside, California June 2003 – October 2008

* Develop comprehensive treatment plans that focus on accurate diagnosis and behavioral treatment of problems. Teach relapse prevention techniques, anger management techniques, relaxation skills, impulse control, social skills, emotional coping skills and functional living skills.
* Provide initial intake assessments, weekly individual sessions to discuss client’s treatment plan progress.
* Provide individual and group sessions for clients and family members that have been affected by substance abuse.
* Chart client’s progress, treatment plan modifications; maintain clients chart records and behavioral reports that abide by all HIPPA and confidentiality laws in order to provide excellent client based progress within my scope of practice and code of ethics. Provide correspondence to Program Director in regards to clients progress.

* Collaborate closely with clinical treatment team to appropriately coordinate client care services. Gather and efficiently document all patient information including service plans, treatment reports, and progress notes.
* Conduct daily educational/didactic groups supportive of treatment plans goals; perform weekly individual one on one session’s to discuss client’s treatment goal progress of listed directives.
* Develop a comprehensive discharge plan that is supportive of client’s long term sobriety; to include a minimum of 3 outside referrals, in order to insure client’s safety and well-being post discharge from the residential/outpatient level of care.
* Build positive relationships with Community Outreach programs, Detoxification Centers, Sober Living homes in order to provide clients with referrals supportive of relapse prevention post discharge.

**YOUTH COUNSELOR**

Helicon Juvenile Detention Center - Riverside, California – October 2002- June2003

* Chart and record information in client files. Track client’s movement on and off the unit by documenting times and destination of clients.
* Quickly respond to crisis situations when severe mental health and behavioral issues arose.

**LOCATION MANAGER**

Caterpillar Logistics - Ontario, California – March 2001 – July 2002

* I was responsible for allocating all incoming products, to include placing billing orders to accounts receivable.
* Update tracking when incoming products are accounted for; process account documents to the appropriate department for finalization and product storage.
* Direct inbound delivery drivers to assigned dock space; collect all inbound/outbound correspondence and products to determine production work flow.
* Operate forklift, cherry picker, stand-up electronic pallet jack.

**Education/License/Certifications**

* Registered Addiction Specialist- Breining Institute #RI-O0510041658 – October 2005
* Certified Alcohol and Drug Counselor- California Paramedical and Technical College- November 2002
* Licensed Phlebotomist- California Department of Public Health #CPT71118 – July 2014
* High School Diploma- Etiwanda High School, CA 1987-1991