

# Robert Smith

## *Asst. Drug Counselor*

### PERSONAL STATEMENT

Seasoned educator with years of experience in counseling, teaching, administrator and principal to students and adults. Handles tasks with accuracy and efficiency.

### WORK EXPERIENCE

#### ***Asst. Drug Counselor***

**ABC Corporation - July 2008 - October 2016**

##### *Responsibilities:*

- Monitored and supervised program participants.
- Implemented and facilitated intervention and education services.
- Provided marketing and outreach for the program.
- Wrote team charters and work plans for employee developmental projects.
- Provided care for patients. Under the supervision of the Clinical Supervisor, our Counselors are ultimate.
- Responsible for providing individual and group therapy to patients to clients with a primary diagnosis of chemical dependency.
- Assisted our patients with reaching their treatment goals.

#### ***Drug Counselor***

**Delta Corporation - 2005 - 2008**

##### *Responsibilities:*

- Preparing current patient progress reports and completion notices;
- Providing paperwork to patients, courts, probation and parole departments and referral sources;
- Maintaining accurate records to ensure compliance with all Federal and State regulations;
- Coordinating and cooperating with local agencies and organizations Complete Biopsychosocial, treatment plan.
- discharge summary Counseling sessions Individual and group sessions.
- This is Dummy Description data, Replace with job description relevant to your current role.
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### Education

Master of Education - (Stephen F. Austin State University - Nacogdoches, TX)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Group Process Intake,  
Direct Counseling  
Documentation.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)