

**OBJECTIVE**

To obtain a position where I can use my skills and experience to aide people who are disadvantaged, mentally challenged, and/or chemically dependant

**PROFFESIONAL EXPERIENCE**

**Homestar Safe Haven, Dayton, OH** **2006**

Mental Health Technician

- Supervised activities of residents
- Provided crisis intervention when needed
- Recorded activities on shift in shift log
- Monitored clients taking of needed medications

**Sojourner Program, Dayton, OH** **2002-2005**

Program Assistant

- Maintained accurate records and reports regarding client progress
- Performed alcohol and drug tests on residents
- Enforced Program rules and regulations
- Transported clients to needed appointments
- Attended training sessions to increase knowledge and skill.

**Project Cure, Inc. Dayton, OH** **1998-2005**

Chemical Dependency Technician

- Modified treatment plans to comply with changes in client status
- Performed individual and group therapy sessions
- Provided clients with information about addiction issues and available services and programs, making appropriate referrals
- Coordinated counseling efforts with mental health professionals such as doctors, nurses, social workers
- Performed alcohol and drug tests on clients
- Supervised client visitation

**Stein Mart/Family Dollar Dayton, OH** **2007-2009**

Sales Associate/Cashier

- Provide customer service to consumers
- Answer questions regarding merchandise in store
- Replenish inventory when needed
- Display signs and banners to promote sales
- Participate in store loss prevention
- Operate cash register

**EDUCATION**

Wilberforce University  
B.S. Management and Marketing

**Wilberforce, OH**

Sinclair Community College  
Chemical Dependency Certificate

**Dayton, OH**

Ohio Credentialing Board  
Chemical Dependency Counselor Assistant

**Columbus, OH**