[Sample: *Format –* *ChronoFunctional – Counseling*]

# Mark Sample

## 9876 South Lane / Chicago, Illinois 60001 / (555) 555-1234 / Mark.Sample@mail.com

## PROFESSIONAL HIGHLIGHTS Client Focused Counseling

* Provided direct care for adolescents with chemical dependency and mental illness in a residential treatment facility
* Counseling as a drug abuse counselor and mentor under the supervision of a Certified Addictions Drug Counselor
* Facilitated groups, such as: anger management, chemical dependency, and conflict resolution to educate, empower and prevent problematic behavior

## Program Procedure

* Implemented crisis intervention strategies to maintain physical and emotional safety
* Administered and managed medication to accommodate the individual client needs
* Participated in in-service training to maintain competencies

## Interpersonal/Communication

* Conducted new staff training in absence of supervisor to ensure quality services are rendered
* Addressed and brought awareness to issues related to gang involvement, by providing informational sessions and individual services
* Directed and connected clients with external resources for purposes of maintaining sobriety

**EMPLOYMENT HISTORY ABC Group, Maintown, Illinois, November 2015 – Present**

Direct Service Technician / Provisional Counselor

**Boarding House, Streetville, Illinois, October 2013 – October 2015**

Direct Service Technician

**Trinity United, Maintown, Illinois, December 2011 – October 2013** Direct Service Technician

## EDUCATION Governors State University, University Park, Illinois

Master of Arts in Counseling, Clinical Mental Health Track (Expected August 2024) Bachelor of Arts in Interdisciplinary Studies, 2011

## CERTIFICATION / TRAININGS

Substance Abuse Courses, Harold Washington College, Chicago, Illinois, June 2019

Crisis Prevention / Intervention (CPI), ABC Group, Maintown, Illinois, November 2015

Coronary Pulmonary Resuscitation (CPR), American Red Cross, Chicago, Illinois, April 2013

Direct Service Personnel (DSP), Department of Child & Family Services, Illinois, October 2011

## COMPUTER SKILLS

Microsoft Work, Outlook, and PowerPoint, as well as Peoplesoft