

### ***Personal Details***

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### ***Personal Profile***

I currently work as a full time Professor in the Human Services Department at Houston Community College. I currently hold the position of Practicum Coordinator for the above department and I am a Part-Time Professor for the Psychology Department at Houston Community College. I am a Licensed Substance Abuse Counselor, Master Addiction Counselor (MAC), and a Substance Abuse Professional (SAP) with more than 10 cumulative years in the following areas: assessments, diagnosis, counseling, professional case management, administration, technology, training, and teaching. My experience includes being a highly trained and licensed substance abuse expert with experience in counseling, conducting assessments, the return to duty process, screenings, teaching, and a vast knowledge of the DMS V.

I also currently own a private counseling practice and have had contracts with many entities, including: American Substance Abuse Professionals, Second Mile Counseling, The City of Houston Juvenile Court and Probation, Harris County Corrections and Community Supervision, Halliburton, and DISA Global. I am highly proficient in analytical skills, critical thinking, problem solving, IT skills, and interpersonal communication.

### ***Educational Experience/Achievements***

05/2020- 3.82 GPA Doctor of Philosophy PSYC - General Psychology- Specialization in Teaching

02/2019- 3.82 GPA Masters of Philosophy, Walden University

12/2012- 3.69 GPA Masters of Science in Psychology, University of Phoenix

08/2007- Bachelors of Art in Sociology minor Psychology, Texas State University

05/2001- A/B Honors; Recipient of Texas Excellence Grant; Diploma, John Marshall High School

## ***Employment History***

### ***12/2015- Present: Professor***

Houston Community College

- Provide the expertise and knowledge that support the college curriculum and programs.
- Establish courses following accepted higher education standards
- teach students using a variety of effective methodologies
- provide engagement and support activities that encourage student learning.
- teaching and learning,
- academic advising,
- professional development
- institutional and community service.
- Student Association Advisor
- Supervision

### ***08/2014- 06/2016: Counselor***

The Council on Recovery

- Taught psychoeducational groups
- Diagnosed clients within the guidelines of the DSM criteria.
- Evaluate students' progress via means of posttest and pretest.
- Conduct alcohol and drug screenings in and out of the court setting
- Document attendance and kept other records of student participations via means of excel spreadsheet and word templates.
- Provide drug education to youth
- Implemented curriculum and teaching methods/materials
- Worked with probation officers
- Administer survey questionnaires
- Provide referrals and appropriate recommendations to clients
- Provided documentation and assessments to adhere to DSHS criteria
- Conduct screenings, brief interventions, crisis interventions, and referrals to appropriate resources.
- Provide follow-up counseling and case management of client referrals.
- Provide referrals for adult and child family members when appropriate.
- Provide mental health referrals and/or interim services as appropriate.
- Provide documentation of services delivered according to procedures.
- Respond to subpoenas received from civil court and provides court testimony as required.
- Comply with all DSHS guidelines and procedures.
- Meet time deadlines for statistical reporting to direct supervisor.

- Enter client data into CMBHS and other databases in a timely manner.

***08/2014- Present: Private Practice: Contractor***

- Provide contract service to a DO/MD;
- Provide substance abuse counseling, planning, and techniques
- -DSM IV diagnosis
- Administered drug screening and analysis
- Hiring and termination of employees
- Worked with other mental health professionals to conduct treatment plans
- DOT Substance Abuse Services
- NonDOT Substance Abuse Services
- Return to duty process
- Substance Abuse Counseling
- Group Counseling
- Relapse Prevention
- PsychoEducation
- Co-Occurring Disorders

***08/2011-10/2014: Office Manager Supervisor***

South Loop Auto Storage

- Responsible for overseeing personnel in the presence and absence of the CEO/Owner of the company
- Trained employees during all stages of employment to ensure that the agency was in compliance with State requirements and made sure that all employees were competent and confident with job expectations and performance
- Worked with secretary and other office staff to prepare reports for audit and the auction process
- Logged in and released cars that were towed to the facility as they were brought in or picked up by appropriate personnel
- Verified identification, insurance coverage, and ownership of all released vehicles
- Managed company websites and email account
- Managed monthly budget and payroll

***10/2007-08/2011: Child Protective Service Case Worker III***

## DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES

- Accountable for the case management of a heavy workload (30-50 cases)
- Observed and participated in counseling sessions
- Conducted reviews of behavioral health reports and made recommendations
- Intake specialist for reports of abuse or neglect for CPS, APS, RCCL
- Reviewed reports of Abuse and Neglect
- Maintained a safe environment for children
- Acted as a guardian and representative for children in a court of law
- Created, completed and filed court reports and court orders
- Consulted with Attorney, CASA workers, and Judges
- Participated in mediations and trials
- Testified as an expert witness in trials and various court hearings
- Selected as a lead worker to train new employees
- Appointed as an acting supervisor in the absence of the hired supervisor

### *Certifications/Licenses*

#### **- LCDC, DSHS, 06/2014-current**

License number: 12529

#### **MAC- 072016- current**

Master Addiction Counselor, NAADAC

#### **SAP- Certificate # 21065**

Substance Abuse Professional. NAADAC **10/2016-current**

#### **- Vehicle Towing License, State of Texas, 08/2011-08/2013 (expired)**

-Drug Testing and Analysis Certificate

-Substance Abuse Certificate

-IMR certification

-COPSD certification

#### **CPR AED & First Aid Certification (April 20, 2015- April 20, 2017)**

Provider #294697 Advanced Medical Certification

American Heart Association (October, 2017)

**Golden Key International Honor Society**

**NAADAC- The Association of Addiction Professionals**

**TAAP- Houston Chapter**

**Psi Chi, The International Honor Society in Psychology**

**Who's Who 01/2017 and 01/2018**

*Community Engagement/ Committees*

United Way of Greater Houston/ Planning Committee

Red Cross/ SAF/ Planning Committee

Houston Mayor's Office/ Houston Crackdown

Veterans Administration/ Planning Committee

Houston Community College/ Drug Task Force

*Skills*

-Teaching skills and strategies

- Strong IT skills, advanced in Word, Open Office, Microsoft PowerPoint, Impact, Excel

- Driving license

- Strong Interpersonal skills

- Case Management

-Consulting and Coaching

-Counseling

-Crisis Intervention Training, Management & Coaching

-Assessing and diagnosing in accordance to the DSM.

- Development of Prevention and Substance Use Education Materials

-Planning and Hosting Corporate Events

***References***

Jocelyn Jones, LCDC, LPC

OSAR Counselor- The Council on Recovery

303 Jackson Hill St. Houston, TX 77007

281-200-9239

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Kerri Williams

DFY Counselor- The Council on Recovery

303 Jackson Hill St. Houston, TX 77007

832-253-8472

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Jill Kammerdiener, LSW

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