

John X

Administrative Assistant

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Professional summary

John is an experienced and talented human services worker who has strong interpersonal skills and quickly builds rapport with sensitive demographics. His professional and personal experience makes him a credible source when providing direct to consumer services among marginalized populations. His overarching priority lies in adding value to the services and networks he partners with to further the organizational agenda.

Skills

- Excellent oral and expository writing skills
- Proficient communication skills capable of clearly outlining concepts in clear and concise manners
- Interculturally trained and sensitive to the needs of others from diverse ethnic/gender/racial backgrounds
- Experienced with meeting deadlines and thrives in fast-paced environments
- Familiar with organizational software G-suite and Microsoft platforms for efficient data gathering and analysis
- Experienced Public speaker- comfortable presenting to groups or audiences to enhance clarification of goals and agendas

EXPERIENCE

Coastline Community College - Peer mentor/ Student assistant

August 2021-present

- Provide 1 on 1 mentoring to eligible students across 50+ personalities
- Cross-refer assigned caseload to other Ed. departments when required
- Provide tech and peer support for barriers to efficient learning
- Work directly with school administrators to advocate for marginalized populations and influence policy directives
- Gather, analyze, and organize information for record keeping and efficient performance

Mytime Recovery, Fresno- Substance abuse counselor

April 2021- present

- Provide 1 on 1 and group counseling to individuals struggling with substance abuse and other co-morbidities
- Employs validated and therapeutic interventions in a clinical setting i.e. Cognitive Behavioral Therapy, Motivational Interviewing, psychoeducation, et al.
- Conducting bio/psycho/social analysis of incoming clients

Impact Justice, Oakland - *Youth mentor; Reentry Coach*

Dec 2020- Dec 2021

- Coach and guide returning citizens through the processes and protocols necessary to successfully reintegrate
- Provide case management and mentoring in areas such as (employment, education, housing, et al.)
- Building and sustaining a wide network with local and national social service agencies to provide prospective clients with direct personal referrals
- Help eligible folks petition for certificates of rehabilitation through CDCR

EDUCATION

California State University, Fresno - B/A psychology

Presently enrolled

Coastline College, Fountain Valley, Ca - *AA Social and behavioral science/ American studies*

Spring 2017 - fall 2021

- Excellent GPA- 3.8
- Multiple AA recipient
- Honors recipient and National Society of Student Leadership member

Language

- Bilingual- lettered in both English and Spanish.

Certifications

- Registered Drug and Alcohol Counselor (CADTP) #11712

Other Activities

National Institute of Criminal Justice Reform- *Research fellow*

October 2021 - present

- Network with other community leaders across California

- Deliberate sound proposals and policies geared toward enhancing public safety and simultaneously advocating for marginalized groups
- Attend quarterly convenings to assess research methods, evaluate outcomes, and foster creative solutions.