

# John Doe

## Higher Education Student Assistant

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## Professional summary

John is an experienced and talented human services worker who has tremendous academic prowess, people-centered skills, and an inspirational background that is both empowering and galvanizing. 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, psychotherapy, 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

(Pending acceptance; Fall 2022)

**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