

FIRST LAST
123-123-1234
firstlast@gmail.com

HIGHLIGHTS OF QUALIFICATIONS

- Addiction studies student with 4 years customer service experience in hospitality
- Familiar with handling escalated customer interactions in the workplace with compassion
- Poses an imaginative eye for detail and organization
- Experience in harm reduction and needle exchange

EDUCATION

AGS & Addiction Studies Certificate, Portland Community College, Portland, OR (expected) Mo/Year

Honors:

- Placement on President's List since Winter Year

Research Papers:

- Use of Ibogaine as an alternative method for assisting in addiction treatment
- Researched and created an info graphic on risks, stigma and best practices for managing schizophrenia

Class Presentation:

- Explained coaching process for individual exploring their relationship to tobacco using harm reduction, stages of change, decision making and discovering motivations. Examined risks and benefits of use

Addiction Counseling Competencies:

- Familiar with the recovery and self-exploration process, sober housing and community supports
- Encourage the use of peer support and leadership development via role modeling

VOLUNTEER EXPERIENCE

Agency Name, City, State Mo/Year - Mo/Year

Mission: Grounded in public health evidence and devoted to treating drug users with love and respect

- Created kits including Narcan, syringes/pipes, wound care and safe sex supplies
- Fostered a non-judgmental and safe space for staff and guests

Agency Name, City, State Mo/Year - Mo/Year

Mission: Provides a Safe home to rescued farm animals and house pets

- Handled care for abused animals using body language and sensitivity to trauma to promote calm

EMPLOYMENT EXPERIENCE

Cook, Employer Name, Portland, OR Mo-/Year - Present

- Work in a variety of supportive positions as part of a team creating an inclusive space for guests
- Manage station independently with sensitivity to time and resources to handle workflow
- Train new hires occasionally; report ideas, operational issues and orders to management
- Document inventory on shared list/tablet for smooth communication and inventory

Cook, Employer Name, City, State Mo/Year - Mo/Year

Café Barista, Employer Name, City, State Mo/Year - Mo/Year

Server, Employer Name, City, State Mo/Year - Mo/Year