

# Ima Job Seeker

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Objective: To obtain an entry level position working with at risk youth

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## SUMMARY OF QUALIFICATIONS

- AAS, Criminal Justice Administration & Corrections Technician Certificate- Portland Community College
- Alcohol & Drug- Familiar with relapse and recovery, prevention, 12-Step and Drug Court
- Interpersonal Skills: Work with diverse populations, provide friendly and knowledgeable support, answer questions and assist in problem solving
- Technology: Intermediate skills using MS Word and Excel, accurate keyboarding at 45 wpm
- Peer Advising: Chosen by small group to support women, redirect behaviors and explore healthy options and practice mindfulness
- Trained in communication, conflict resolution, trauma response, and DV

## SKILLS AND ABILITIES

### Criminal Justice:

- Understand causes of criminal thinking, cycles of abuse and the relationship between criminal justice and mental health system
- Knowledge of juvenile and adult corrections arrest, search and seizure processes

### Case Management Skills:

- Trained in principles and strategies of assessment and case management
- Experienced at working with staff to problem solve and develop strategies in regards to behavioral issues within peer group
- Skilled at maintaining logs, detailed records and other legal documents
- Proven ability to provide policy and procedure information in a clear and consistent manner

### Alcohol & Drug Counseling:

- Supported individuals in various stages of change, responded to crisis situations and provided feedback for decision making and life planning
- Encourage positive attitude to foster growth and perseverance during temptation triggers
- Role model clean and sober living and suggest natural and professional supports
- Attend to non-verbal cues and sensitivity towards cultural norms per gender and background
- Research and gather information sensitive and detailed in a confidential manner

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## WORK & VOLUNTEER HISTORY

Mentor  
Assistant Manager

Alice's Place, Vancouver, WA  
Plaid Pantry, Yakima, WA

2014-P  
2010-2012

Caregiver

Harbor View, Spokane, WA

2009&2007