

Diana Sanchez
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OBJECTIVE

To obtain a position in substance abuse, mental health services and addiction that will utilize my educational training in social work and psychology to further professional growth

EDUCATION

Rutgers University, Newark NJ

School of Social Work

Master of Social Work, Clinical Concentration, expected May 2016

- Addiction Counselor Training Certificate Program

University College - Newark

Bachelor of Arts, Psychology, with minor in Criminal Justice, May 2013

Study Abroad

Romania's Evolution: Investing in Children and Families Across the Life Cycle

Romania, Summer 2014

Supervising Instructor: Rebecca Davis, Ph. D., LCSW

Attended two weeks of class lectures and toured various social service facilities including the child protection agency and the center for democracy

Completed 70 hours of fieldwork within a children's group home (ages 4-18) and an elderly care center

Selected Coursework

Currently enrolled: HBSE: Addictive Behaviors across the Lifespan

Completed: Diversity and Oppression, Biology of Addiction

TRAINING & CERTIFICATIONS

- **CPR Certification** **expiration January 2016**
- **First Aid Certification** **expiration January 2016**
- **Non Violence Crisis Intervention** **expiration January 2016**
- **Court Appointed Special Advocate, Bergen CASA** **March 2013**
30 hours of training
- **Domestic Violence Awareness Training, Passaic County Women's Center** **April 2013**
40 hours of training
- **New Jersey driver's License with clean driving record**

RELEVANT EXPERIENCE

Door Into The Future, Passaic NJ

September 2014- Present

Counselor Intern

- Manage a caseload of 8 clients with substance dependence diagnosis
- Conduct weekly individual sessions with each client
- Create treatment plans and present cases during team meetings
- Facilitate 5 groups each week, 3 of them in Spanish. Groups focus on interpersonal skill building, relapse prevention, spirituality and early recovery.
- Provide weekly reporting to client's referral system
- Assist intake coordinator translating for Spanish speaking clients

Community Hope, Morris Plains, NJ

January 2014- Present

Behavioral Health Counselor

- Provide on-site supervision in a 6-bed residential facility to consumers with schizophrenia and bipolar disorder diagnoses
- Observe consumers' self-administration of prescribed medication as per agency
- Provide consumer advocacy
- Identify, supervise, and assist consumers with personal care and daily living skills

EXPERIENCE

Work N Gear, Clifton NJ

November 2012 – Present

Assistant Manager

- Responsible for opening and closing the store; balancing out registers and auditing deposit logs/slips
- Ensure all policies and procedures are thoroughly understood by staff
- Engage customers and associates to ensure a wonderful customer experience

Tippmann Construction, Jersey City, NJ

July 2013- May 2014

Administrative Assistant

- Compose and edit correspondence and memorandum from dictation or verbal direction with existing knowledge of established policy; transcribe, compose, type, edit and distribute agendas and meeting minutes
- Set up and maintain files and binders
- Order and stock office supplies as needed

Banana Republic, Edgewater NJ

July 2007 – June 2012

Merchandise Presentation Supervisor

- Planned and executed placement of new merchandise
- Supervised the process of new receipts, markdown execution, signage/marketing and stock transfers
- Created development and training plans for direct reports

Macy's, Wayne, NJ

December 2005 – May 2007

Group Sales Manager

- Created a positive work environment that resulted in employee retention and turnover reduction
- Monitored and addressed performance issues in a timely manner

SKILLS

Computer: Word, Excel and Outlook

Languages: Fluent in both English and Spanish

MEMBERSHIPS

Delta Epsilon Iota Academic Honor Society

October 2014 - Present

Rutgers Graduate School of Social Work Student Association

September 2013 – Present

National Association of Social Workers – New Jersey Chapter

May 2014 – Present

Peer Mentoring Rutgers MSW Program

September 2014 - Present