

PHP

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PHP

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*I am a substance abuse counselor, CIT. I am approved to test for LAC and will be testing in 6 months or less. I am also a licensed attorney and notary public.*

*Authorized to work in the US for any employer*

## *Work Experience*

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### **PHP Counselor (CIT)**

*The Grove Recovery Center*

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*Baton Rouge, LA*

*December 2018 to August 2019*

Provide therapy to female PHP group

Provide individual sessions for PHP clients bi-weekly

Document progress notes for each group and individual session

Update and resolve treatment plans as needed

Document discharge plan as client completes PHP

Document PHP client's transition to IOP

Provide crisis counseling as needed for clients in PHP group

Provide case management (i.e. phone calls, letters, etc) for PHP group

Document case management

Coordinate with families as needed

Provide family sessions at minimum one time while in PHP

Supervise interns

Attend clinical staffing on Monday mornings

Attend new professional supervision once weekly

Attend Family Day monthly

Conduct Reality Check once per week with another counselor for all PHP groups

### **Associate Attorney**

Gary M. Gaudin, APLC

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*Gonzales, LA*

*June 2009 to November 2018*

*Research*

*Drafting legal documents*

*Status Conferences*

*Deposition participation*

*Deposition summaries*

*Communicated with clients*

*Electronic storage of file materials and medical records*

*Preparation of trial binders and exhibits*

***Assistant Middle School Track Coach***

*Episcopal High School of Baton Rouge*

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*Baton Rouge, LA*

*March 2016 to May 2016*

*Assisted with all events*

***Assistant High School Track Coach***

*Episcopal High School*

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*Baton Rouge, LA*

*March 2015 to March 2016*

*Assisted with hurdles, relays, long jump and triple jump*

**Tutor**

*Athletic Department*

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*Baton Rouge, LA*

*September 2012 to March 2013*

*Academic tutor to student athletes in English, Criminal Justice, Psychology, Biology, and*

*General Science*

**Tutor**

*Athletic Department*

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Natchitoches, LA

September 2010 to March 2011

Academic tutor to student athletes in English, Criminal Justice, Psychology, Biology, and

General Science

### **Legal Internship**

Litigation Department

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Baton Rouge, LA

June 2010 to August 2010

Assisted in legal research for preparation of pleadings, discovery responses, motion  
practice

Assisted trial attorneys with preparation for depositions, mediations, and trial, including  
discovery and pleading review, record summarization

Prepared medical summaries, medical illustrations/exhibits

Performed general law office tasks, assignments

### **Education**

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***Substance Abuse Concentration in Substance Abuse***

*Northwestern State University of Louisiana*

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*Natchitoches, LA*

*January 2018 to July 2018*

***Doctorate in Law***

*Southern University Law Center*

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*Baton Rouge, LA*

*August 2011 to May 2014*

***Bachelor's in Psychology***

*Louisiana Scholars College at Northwestern State University*

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*Natchitoches, LA*

*August 2007 to May 2011*

## *Skills*

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*Outlook, Time Management, Organizational Skills, Documentation, Case*

*Management, Case Management, Documentation, Microsoft Excel, Outlook, Customer*

*Service, Filing, Organizational Skills, Time Management*

## *Certifications/Licenses*

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***Driver's License***