***Louise***



**Addictions Counsellor**

Tobacco Free Nova Scotia & Gambling Support Network (bilingual), Dartmouth, NS (Feb 2015 – present)

* Counselling addictions client case load of 40+ on an on-going basis and/or one time intervention
* Motivational Interviewing, Harm Reduction and CBT approaches
* Specific SOP to achieve project objectives, best practice and effective support for clients
* Development Team of Tobacco Free Nova Scotia program and Gambling Support Nova Scotia
* Evaluation and updating of program tools and process

**Resident Support**

Peter’s Place, Halifax, NS (Nov 2014 – Feb 2015)

* Counselling, emotional support, daily care of residents with Brain Injuries
* Medication management, checks and distribution
* Individual Program Physiotherapy Plan
* Consultation with physicians and additional therapy support

**Facilitator / Assistant to the Program Coordinator**

 Hepatitis Outreach Society, Halifax, NS *(Work Term,* Sep& Nov 2014)

* Working closely with the Program Coordinator
* Delivering workshops to adults and youth regarding Hep C.
* Targeted research
* Marketing photo-shoot and translation; English to French;
* Volunteer recruitment

**Awards**

* Counselling & Advanced Communication Skills
* Highly Organized
* Project Management
* Group Education & Meetings
* Program Development
* Solutions Focused

**Education**

**Professional Experience**

Experienced Counselling professional managing client flies, individual sessions and treatment while providing support to Mental Health Team management. Superior interpersonal and analytical expertise with a flair for communication, cohesiveness and organization through case meetings, client assessment, and program development. Motivated counsellor with ability as an executive administrator and responding to rapidly evolving working environments. Utilize leadership proficiency and client management experience to align financial budget with organizational goals, fostering client wellness and success.

**career objective**

**Key Skills**

 ***Louise.364297@2freemail.com***

**TESOL 150 hour certificate**

Global English, online

Currently enrolled

**Diploma in Counselling Skills and Human Services**, Success College, Sackville, Nova Scotia, Canada October 2014

**Bachelor of Arts in Psychology**, Saint Mary’s University, Halifax, Nova Scotia, Canada

April 1998

**Highest Aggregate Award for Leadership and Academic Achievement**, Success College, 2014

**Customer Service Excellence,** Supertemp,

2009

**Volunteer Experience**

* Work with partnering organizations for information sharing, committee meetings and field retreat

**Executive Assistant / Personnel Logistics / Office Administration (Temp. Agency)**

Supertemp, Halifax, NS (Sept 2006 - Aug 2013)

* Defining and exceeding needs and goals of employers
* Rapidly learning software and assessing to new environments and co-worker dynamics
* Liaising with local suppliers, contractors, housing and offshore workers (local & international)
* Personnel schedule maintenance
* Travel planning
* Service Award recipient

**Bilingual Office Administrator / Customer Service**

Atlantic Electronics Ltd, Dartmouth, NS (Oct 2009 - Mar 2010)

* Remote Activation of fishing vessel tracking equipment
* Troubleshooting electronics
* Accounting, receivables and collections
* In charge of tracking systems and service contracts
* High quality customer service

**Office Administrator / Trade Show Coordinator**

 Ascenta Health Ltd., Dartmouth, NS (Mar 2008 - Jul 2009)

* Office administration, reception and customer service
* Sales support
* Manage building & office maintenance
* Assist company president with construction projects
* Coordinate international trade show participation
* Active member of Environmental and Social Committees
* Islamic Association of Nova Scotia, 2016 & 2017
* Helpline - Feed Nova Scotia, Halifax, 2014
* Metro Turning Point, Bryony House, Freedom Foundation, Halifax, 2013
* HepNS, Halifax, 2013 & 2014
* Womens Charity Clothing Swap, Dartmouth, 2012
* Dress for Success, Halifax 2011
* Heart and Stroke Foundation, Dartmouth 2009
* Clean Nova Scotia, Dartmouth 2009

**CERTIFICATIONS**

**ASIST**, 2014
**Bereavement Counselling,** 2014
**CISM** **Level 1**, 2013
**CISM Level 2**, 2014
**Bereavement Counselling**, 2013

**Bully Free Workplaces**, 2017
**Compassion Fatigue & Vicarious Trauma** 2013
**Death Notification**, 2014
**Diffusing Hostilities**, 2013
**Enhanced Verbal Skills**, 2013

**Facilitation** – Creating and Presenting 2014
**Fire Safety - Saint John Ambulance**, 2014
**First Aid**, 2014
**Infectious Diseases**, 2013
**Individual Program Planning**, 2014
**Medical Awareness**, 2013
**Mental Health First Aid**, 2014 **NVCI**, 2013
**Non Aversive Behaviour Change**, 2014
**PPCT**, 2013
**Personal Care**, 2013
**SASSI**, 2013

**Refugee Mental Health,** 2016

**TEACH**, tobacco cessation 2015
**Trauma Informed Care**, 2013