

Deborah Sjouwke

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CORE SKILLS:

- * Crisis Intervention, Conflict Resolution Skills, Excellent Communication (Certified)
- * Assisted in finding employment for client
- * Monitored employment status for 150 clients for 6 months
- * San Jose City College, CAADAC Certificate – 31 units completed
- * San Jose State University – Communications Coursework (3 years)
- * Lived experience as a consumer of mental health services
- * A strong activist with a passion for social justice

PROFESSIONAL EXPERIENCE: Public Relations and Support

- * Monitored up to 42 adults/10 youths in day to day living
- * Responsible for facility functions for residential treatment center (dispensing meds, facilitate groups, crisis intervention, drug testing, transporting clients, general upkeep on supplies and maintenance of facility) office duties (intakes and exit plans, food stamp & SDI apps., weekly/monthly reports, light bookkeeping, data entry), and fill in different shifts as needed.
- * Strong Leadership Skills
- * Facilitated support groups
- * Sponsored Peers
- * Crisis Intervention
- * Empowered individuals to solve own issues through effective conflict resolution
- * Disperse Medications & Drug Testing as needed

Administrative Duties

- * Computer Literate
- * Inventory Control
- * Keep & Maintain Records/Files
- * Capable working with high volume calls in a fast pace office

RELEVANT WORK HISTORY:

Facility Manager, ARH Treatment Options, San Jose, CA – 03/2002 – 04/2005

Counselor, Palomares Group/Unity Care, San Jose, CA – 04/1999 to 11/2000

OTHER WORK HISTORY:

Clerical Assistant, Goodwill of Silicon Valley, San Jose, CA – 12/2013 to Present

Housecleaning, Self-employed, San Jose, CA – 02/2011 – 07/2013

Caregiver, Self-employed, San Jose, CA – 01/2009 – 12/2011

EDUCATION & PROFESSIONAL DEVELOPMENT:

San Jose City College – 51 Units