

Sandra Izabella Kolek

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A goal-oriented extremely motivated individual, I can prioritize multiple simultaneous projects, work within strict deadlines, and rise to new professional challenges. I hope to contribute my knowledge of administrative proficiency, mental health proficiency and tireless work ethic to the success of your organization and clients

EDUCATION

Bachelor of Science in Psychology, May 2014-August 2018

Purdue University Global, Davenport, Iowa

GPA: 2.9

MENTAL HEALTH INDUSTRY EXPERIENCE

Soar Corporation- 9150 Marshall Street, Philadelphia, PA 19114

Drug & Alcohol Counselor Assistant September 2017-July 2018

Responsibilities:

- Responsible for connecting calls to counselors or other qualified staff, especially in cases of crisis or emergencies
- Responsible for greeting clients and instruct them on how to fill out intake paperwork
- Reported directly to clinical supervisor and responsible for making sure each client is attending group sessions and individual sessions
- Incident reports had to be submitted into the computer daily regardless if there was an incident that occurred or not
- Attended and supervised outpatient group sessions when the counselor was not available
- Prepared individual assessments and psychotherapy services under supervision
- Stored and organized data, medications, urine results and doses for each client
- Evaluated and provided treatment planning and crisis interventions

CUSTOMER SERVICE INDUSTRY EXPERIENCE

Eagle Fence Company- 2073 Bennett Road, Philadelphia, PA 19116

Administrative Assistant September 2016-December 2017

Responsibilities:

- Responsible for outgoing and incoming phone calls regarding clients and sale quotes
- Responsible for playing the leading role in managing raw and personnel materials
- Played the key role in budgeting, controlling costs and keeping the organization on track financially
- Responsible for setting goals, purchasing materials, objectives and establish various policies for the company
- Facilitated communication between employees and various departments

- Cooperated in high-level decision making with other top executives within the company
- Tasks included: Determining needs, hiring employees, overseeing projects completed by employees and planning staff development
- Responsible for Accounts Payable/Receivable

Language: Speak English and Polish

Technology: Proficient in Microsoft Word, Outlook, PowerPoint, Excel, Quick Books

Skills: Client Relations, Client Needs Assessment & Response, Case Treatment Planning, Life Skills Counseling, Analytical Skills, Leadership, Data Entry, Finance

