

# Amanda Donis

Chicago, IL 60618

[amandamariedonis@gmail.com](mailto:amandamariedonis@gmail.com)

+1 773 852 7013

## Professional Summary

---

I am seeking an environment where I can grow professionally and personally. I want a highly rewarding experience where I can use my skills and knowledge for organizational and personal growth. I want to succeed in an environment of growth and excellence to meet personal and organizational goals.

## Work Experience

---

### **Substance Abuse Counselor**

Thresholds-11th district police station

October 2024 to Present

- Conducted individual assessments to evaluate clients' substance abuse history, mental health status, and treatment needs
- Provided crisis intervention and emotional support to clients in need, demonstrating empathy and understanding in challenging situations
- Provided relapse prevention education and coping skills training, equipping clients with the tools necessary for long-term recovery
- Advocated for clients' needs and coordinated referrals to external services, such as vocational training, housing assistance, and legal support
- Adhered to ethical guidelines and professional standards in the field of substance abuse counseling, ensuring the well-being and confidentiality of clients

### **Therapist**

Chicago Psychology Services-Chicago, IL

April 2024 to Present

- Conducting initial consultations to gather patient information
- Assessing patients' emotional and mental health and developing treatment plans to meet them
- Asking questions and listening to help patients explore their thoughts and feelings
- Leading patients through mental exercises and activities when beneficial
- Counseling and advising patients on issues of importance to them
- Intervening with emergency care techniques and protocols when patients are in crisis
- Providing referrals for additional care or services when required
- Maintaining detailed confidential records

### **Server**

Old Town Pour House-Chicago, IL

March 2019 to Present

Ready stations before opening and closing shifts, complete scheduled side work to enable full focus on guest care.

Communicate effectively with customers and help them with their food and beverage selection.

Manage tables and overall guest experience.

Professional, outgoing, and enthusiastic attitude.

Transmits orders to the bar and kitchen by recording guests' choices; identifying guests' special dietary needs and special requests.

### **Intern, Outpatient Therapist, Crisis Counselor**

Leyden Family Service & Mental Health Center-Chicago, IL

July 2020 to October 2023

Completing mental health assessments and DSM 5 diagnosis.

Providing clinical therapy services to clients and collaterals.

Conduct individual, family and group therapy in an agency setting.

Working with medical professionals, psychiatrist, schools, and other providers as necessary to coordinate care for clients.

Complete all necessary paperwork in compliance with Medicaid rule 132 (mental health assessments, treatment plans, progress notes).

Perform diagnostic duties including referrals to internal and external sources, and prior authorizations for services.

Assume responsibility for continued professional growth including maintaining CEUS for professional license.

Assessed clients at homes, school, emergency rooms, hospital, and in office.

Provided resources to individuals who called our crisis line and received called through SASS for children.

Received called through 988 and if we needed to go out into the community we would go out with a clinician.

## Education

---

### **Master's degree in Marriage & Family Therapy**

Northeastern Illinois University - Chicago, IL

May 2017 to May 2021

### **Bachelor's degree in Psychology**

Northeastern Illinois University - Chicago, IL

August 2014 to May 2017

## Skills

---

- Addiction counseling
- Micros POS
- Crisis Intervention (3 years)
- Child & family counseling (3 years)
- Time management
- Medical terminology
- Behavioral Health
- Leadership

- Computer skills
- Intake Experience
- Motivational interviewing
- Psychotherapy
- Communication skills
- Patient assessment
- Case Management (2 years)
- Mental Health Counseling
- Individual / Group Counseling (3 years)
- Crisis Management
- Organizational skills
- Social Work
- Quality management
- Management

## Certifications and Licenses

---

### **Driver's License**

### **LPC**

April 2024 to March 2027