

## Cecile Holmen

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### SUMMARY OF QUALIFICATIONS

- 26-years' experience working in the chemical health field/customer service
- Work experience in the kitchen of Cronin Home, Inc. over 3-years
- Organization skills of completing the necessary duties during a shift.
- Licensed Alcohol and Drug Counselor
- Work experience in outpatient, inpatient, residential, and crisis facilities for adults
- Thorough writing skills
- Organization in that of developing materials to promote accountability

### EMPLOYMENT HISTORY

#### **PM House Manager**, Cronin Home, Inc., Rochester, MN 2015-2018

- Food handling, preparation, and serving meals to residents.
- Food temping for food safety and kitchen clean up.
- Documentation of staff communication and resident progress.
- Assistance in admissions and discharges.
- Safety of the residents and home.
- Assisting in the upkeep of the home such as cleaning, laundry, supply stocking, and safety.

#### **Chemical Health Counselor**, Addiction Recovery Treatment Center, Rochester, MN 2014

- Provided thorough documentation in Biopsychosocial assessments, Rule-25 assessments, and clinical documentation in treatment planning and progress reviews.
- Conducted weekly groups and individual counseling sessions on adults.
- Provided clinical documentation, treatment plans and progress reviews.
- Consistently communicated with resources, funding sources, and referral agencies.
- Provided excellent clinical documentation as needed for insurance to continue funding patient's programming.
- Provided scheduling of clients and also went on location for assignments.

#### **Chemical Health Counselor**, Rochester Metro Treatment Center, Rochester, MN 2011-2013

- Provided thorough documentation in Biopsychosocial assessments, Rule-25 assessments, and clinical documentation in treatment planning and progress reviews.
- Conducted weekly educational groups and daily individual counseling sessions on adults.
- Provided clinical documentation, treatment plans and progress reviews.
- Consistently communicated and reviewed with team members on patient progress at weekly staff meetings.
- Provided excellent clinical documentation as needed for insurance to continue funding patient's programming.
- Active client case load and conducted own scheduling.

## **EDUCATION**

Bachelor of Science Degree, Mankato State University, Mankato, MN – Corrections and Chemical Health  
Associate of Applied Sciences, Riverland Community College, Austin, MN – Law Enforcement and General Ed.

## **ADDITIONAL TRAINING**

ServSafe Certification

Alcohol and Drug Counselor License through the State of Minnesota Department of Health

Clinical Supervision Training Certificate

Certificate of CPR/AED – Adult training through Cronin Home, Inc.

On-going continued education training that includes, but not limited to, Ethics and Cultural Diversity Training

Trained Medication Assistant.

## **OTHER WORK AND VOLUNTEER HISTORY**

Volunteer for the American Cancer Society/Relay For Life