

Albert Gorlok

St. Louis, MO | 314-555-1234 | albertgorlok@email.com | linkedin.com/in/albertgorlok

Education

Webster University

Bachelor of Arts in Psychology
Emphasis in Mental Health

St. Louis, MO

December 2022

GPA: 3.8/4.0

Related Coursework:

- Social Psychology
- Drug and Chemical Dependency
- Personality Theory
- Advanced Counseling Psychology
- Health Psychology
- Community Psychology

Experience

Garden Park Behavioral Health Services

St. Louis, MO

Community Case Worker

September 2023 - Present

- Deliver comprehensive case management services for caseload of 25-30 clients
- Conduct home visits with clients and assist with accessing resources within the community such as attending medical appointments and accessing medication
- Provide advocacy, psychoeducation, and skills training to ensure clients' overall quality of life
- Develop and thoroughly document treatment plans and client goals for state and company records

Receptionist

January 2023 - August 2023

- Provided excellent customer service to clients and staff
- Created documentation for office processes and assisted in training a new part-time receptionist
- Scheduled appointments and meetings to ensure clients received the appropriate assistance
- Maintained and updated client files while following appropriate confidentiality practices
- Shared information with current and prospective clients about services, resources, and processes
- Ordered office supplies and addressed other staff purchasing requests promptly

Department of Mental Health (DMH)

St. Louis, MO

Recreation Specialist Intern

May 2022 - August 2022

- Collaborated with site supervisor in facilitating recreational group activities for individuals with developmental disabilities
- Planned and coordinated group activities by collaborating with DMH team members and actively encouraging residents to participate

Active Minds of Webster University

St. Louis, MO

Vice President

August 2021 - May 2022

- Planned 5 events on campus to encourage conversations about mental health and utilization of mental health resources

Member

August 2020 - May 2021

- Attended bi-weekly meetings and participated in events focused on reducing stigma around mental health

American Red Cross Blood Drive

St. Louis, MO

Volunteer

September 2021, 2022

- Assisted with event set-up and provided a welcoming and calm atmosphere for blood donors

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