

# ZACHARY T. FERER, CADC-T

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**A deep personal calling to assist others in their quest for spirituality and sobriety. Deep experience in understanding and leveraging learning's to personally overcome obstacles as well as teaching/coaching others.**

- Dependency Recovery
- Group Thinking
- Coaching
- Teaching
- Counseling
- Facilitator

## Relevant Experience

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Alcohol and Drug Abuse Certification Board of Georgia: CADC-T Certified

## Professional Experience

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**No Longer Bound-** Cumming, GA **January 2018-Present**

### Counselor

Consult with individuals directly as well as the clinical team to ensure complete and proficient care of the individual from intake to discharge from the residential program. Collaborate with the resident and work towards ensuring that the individuals receive the therapeutic and personal goals through evidence proven techniques.

Serve as the primary support and leader to a group of up to 7 individuals.

Lead groups

Document

CTP

**HopeQuest Ministries – Woodstock, GA**

**December 2017 – December 2018**

### Recovery Technician

Co-operated with the clinical team, program administrators, and the clients directly to provide a safe, ethical, supportive, and fruitful recovery for the residents as they complete their ninety-day inpatient treatment.

- Serve and support the residents in a direct supervision role utilizing safe, effective, and evidenced based treatments. Ensured that clients had direct interactions with the clinical staff and program administrators to establish rapport with the clients to produce the most beneficial outcome for the clients.
- Ensure proper documentation of interactions with clients in regards to clinical interventions, treatment plans, clinical services and decisions related to recovery were recorded in compliance to state and federal standards.
- Provided medical observation for clients that require medication or other forms of medical support as needed.
- Provide supervision, facilitate daily groups, and teach assigned material in correspondence to treatment materials.

**North Metro Litigators – Woodstock/Alpharetta, GA**

**July 2017 – December 2017**

**October 2015 – May 2016**

### Paralegal/Legal Assistant

Collaborated with attorney and client throughout the entirety of the family law case, from client retention and initial interview appointment scheduling to settlement agreements and file closure in a fast paced and demanding setting.

- Managed client files and documents as well as timekeeping and billing. Ensured documents were properly scanned and saved in each client's individual file in a logical manner to later assist in the preparation of the trial notebook.
- Authored a variety of legal documents throughout the legal process in a precise and timely manner to ensure that all obligations were met in their respective court.
- Assisted the legal team by owning the management of documents and exhibits during legal proceedings. Ensured all materials were logged, labeled, and categorized.

**DeWoskin Law Firm – Atlanta, GA**

**June 2014 – September 2014**

### **Paralegal Internship**

Cooperated directly with attorney and client from pre-trial and discovery through post-trial and settlement for approximately 70 unique criminal, personal injury, and FDCPA cases.

- Utilized Clio practice management software to manage sensitive client information through successfully owning the collection and filing in preparation for trial activities.
- Assisted attorney with detailed research and writing through the use of LexisNexis and WestLaw. In addition, utilized other research methods to identify multiple precedents used to support the client's case.
- Kept a strict calendar to ensure that the required documents and motions are submitted and filed with the courts within the statute of limitations. Also managed the delivery of the copy to the opposing party.

### **Education**

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- **Georgia State University**- Projected completion of Bachelors of Social Work, Spring 2021
- **Georgia Highlands** – Associate's degree in Psychology, Spring 2019
- **Kennesaw State University** - Paralegal Certification
- **Georgia Southern** - Completed coursework towards a Bachelor of Physics
- **Georgia Highlands** - Completed coursework towards a Bachelor of Physics

### **Other**

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- Proficient in Kipu client management program, CDMS, Office 365, PingMD, Clio data entry, LexisNexis, Dropbox, MyFax.com, Word, Excel, Outlook and PowerPoint
- (Volunteer) Mostly Mutts Animal Rescue – Actively volunteered at the animal rescue shelter for over 8 years
- Relias Training
- Redwood Toxicology Training
- CPR and First Aid Certification
- NCI Certification