

Nicole C. Tanguay
NPI # 1669978771
Las Vegas, NV 89118

STRENGTHS

- Addiction Studies** Extensive knowledge of the addiction disease process, addiction counseling competencies and functions (*TAP 21 and 12 Core Functions*), therapy techniques and treatment methods used in the addictions counseling field.
- Counseling Abilities** Experience in counseling individuals, couples, and families, ability to apply counseling techniques and specific theories to counseling sessions.
- Communication Skills & Ability** Ability to interact well with all types of people, excellent written and verbal communication skills, empathic listener and persuasive speaker.
- Well-Organized** Ability to be self-sufficient, self-motivated, and to analyze and evaluate data; tasks and routines are completed quickly and properly.
- Strong Work Ethic** Honest, Dependable, Loyal, Empathetic, Skilled, Competent and Qualified.

PROFESSIONAL EXPERIENCE

- Renewing Life Center** Las Vegas, NV
[01/22 - Current] Clinical Internship
- **Counselor Intern** – Ability to counsel individuals, couples, and families; conduct new client intakes; create treatment plans, proficient in writing clinical progress notes following the SOAP format; attend weekly group and individual supervision meetings with a Licensed Marriage and Family Therapist (LMFT) to earn clinical hours towards a LCPC license; weekly case consultation with support staff.
- Hope for Prisoners** Las Vegas, NV
[05/20 – 05/21] Programs Department
- **Instructor/Tutor** - Responsible for teaching students how to use and navigate Microsoft OneDrive, Microsoft Office and Windows 10; tutoring and classroom instruction for various vocational training programs and leadership workshops; work closely with program officers to coordinate classroom attendance and instruction; data entry and spreadsheet creation for re-entry program designed for incarcerated individuals transitioning back into the community.
- Lifequest Behavioral Health** Las Vegas, NV
[10/18 – 05/20] Counseling Department
- **Counseling Coordinator** - Client and counselor scheduling, insurance verifications and medical billing for counseling department using Carepaths ©; trained new counselors on processes and procedures of counseling program as well as electronic medical records system; worked closely with support staff to ensure documentation was maintained on all clients.
- Serenity Mental Health** Las Vegas, NV
[06/18 - 12/18] Practicum
- **Addictions Counseling Practicum** – 250 hours practicum requirement under a Certified Alcohol and Drug Counselor (CADC) to earn clinical hours towards a CADC license; shadowed group and individual counseling sessions; conducted client intake assessments, helped create treatment plans, created and managed ASAM/LOCUS documentation and progress notes, assisted counselors with referrals and discharges; experience in case management and writing PAR's; gained working practice of the *TAP 21* 8 Practice Dimensions and the *12 Core Functions* of addictions counseling.
- Novum-U** Las Vegas, NV
[05/17 – 03/20] Administration Department
- **Instructor/Qualified Behavioral Aide** – Responsible for teaching students the Google Cloud, cloud-based computer applications, typing, memorization and resume creation; assisted students with online job search, applications and conduct weekly employment planning workshops; instructed students in life skills and development training in a re-entry program designed for incarcerated individuals transitioning back into the community.
 - **Senior Administrator** - Conducted research and prepared documents for program facilitation; created training manuals using cloud-based applications; managed calendars and cloud-based projects; established and maintained community partnerships; human resources, including recruitment/hiring, payroll and accounts management; management of clerical and administrative staff.

EDUCATION

University of Nevada, Las Vegas
 MS Clinical Mental Health Counseling
 Con-Current Advanced Graduate Certificate in Addiction Studies
GPA 4.0

Las Vegas, NV
 Graduate May 2023

Breining Institute - College of the Advanced Study of Addictive Disorders
 Certificate Program in Addiction Studies - 45 Units

Orangevale, CA
 April 2019

Adams State University, Colorado
 BA Interdisciplinary Studies - Sociology/Communications
GPA 3.6, Cum Laude

Alamosa, CO
 Dec 2018

PROFESSIONAL CREDENTIALS

- ❖ Registered Alcohol and Drug Technician (RADT) – CCAPP
- ❖ Certified Victim Advocate – National Organization of Victim Assistance
- ❖ Qualified Behavioral Aide (QBA) – Nevada Medicaid
- ❖ Addiction and Advanced Dual Diagnosis Training Certificate – S.A.M.H.I.
- ❖ CPR/AED/First Aid – American Red Cross

PROFESSIONAL MEMBERSHIPS

- ❖ California Consortium of Addictions Programs and Professionals (CCAPP)
- ❖ American Counseling Association (ACA) – Graduate Student Membership
- ❖ Chi Sigma Iota (CSI) – Counseling Academic and Professional Honor Society
 - Executive Board Member - Clinical Mental Health Counseling Representative 2022-2023
- ❖ Phi Kappa Phi - Multidisciplinary Collegiate Honor Society

<p>PC Basics & Advanced Type 80 WPM</p>	<p><i>Microsoft Office Suite: Word/Excel/PowerPoint/Outlook/Teams</i></p> <p><i>Google Apps & Drive: Docs/Sheets/Slides/Forms/Keep/Calendar/Gmail/Chrome</i></p> <p><i>Cloud-Based Applications: Salesforce, Mindmup, Mailchimp, WordPress, Canva, Todoist, Humanity, Zoom, JoinMe, Moodle</i></p> <p><i>EMR/EHR Software Programs: Medlio, TherapyNotes, Carepaths, Availity, EHRYourWay</i></p>
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