

Mark Marks
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Objective: Permanent full-time position working with individuals where I am able to use my skills and experience to benefit their growth and development

Skills: Oral and written communication, problem solving abilities, work well without direct supervision, and as part as a team ,computer skills (word, excel), excellent organizational skills, fast learner, dedicated, accountable, responsible, and reliable

Experience: Goodwill of Central AZ
Phoenix, AZ

June 2006-October 2007

Job Coach for Goodwill's Rehabilitation Services providing core services to developmental disabled clients teaching many different job duties in a retail setting, intake and assessments, client billing, as well as extended support services

Responsibilities: including overseeing 25 to 30 clients leading and teaching different job duties in a retail setting, assigning different job functions, conducting tours for potential clients, client billing, and liaison to Arizona State Hospital

Prehab of Arizona
Mesa, AZ

February 2002-May 2006

Shift Director/Behavioral Health Professional for Mayfield Alternative Youth Services provide core services to juvenile status offenders in lieu of Detention intake, assessment and referral as well as extended support services Respond to the prevention and intervention needs of status offender, their families, law enforcement and court staff

Responsibilities include assist with intakes, assessment and referral process, learn and practice individual and family counseling, crisis intervention and group dynamic. Communicate accurately and professionally with families, Mesa Police Department, Juvenile Courts and all contacts regarding clients and program business including crisis calls and request

**Behavioral System Southwest
Phoenix, AZ**

October 2000-August 2001

Case Management for non-profit federal halfway housing contracted by the Bureau of Prison serving court ordered and corporate client base

Responsibilities include intakes and orientations, one on one counseling, referral to appropriate resources such as housing and employment, liaison to adult probation, and other duties

**TASC
Phoenix, AZ**

March 1999-June 2000

Assistant Program Coordinator for non-profit substance abuse testing and treatment agency serving a court order and corporate client base

Responsibilities include triaging referrals, setting up intake appointments, data entry, coordinating weekend programming, and referral to appropriate resource, liaison to juvenile probation officers, billing, and interactive counseling with the criminal justice population referred to substance abuse treatment as well as urinalysis testing and other duties assigned

**Education: Maryvale High School
Phoenix Community College**

Associates Degree General Studies