

Nicholas M. Arnone

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Professional Profile

Extremely results-oriented professional eager to transfer high academic credentials and five-plus years of human services experience to a position that would benefit from strong communication and interpersonal skills counterbalanced by analytical thinking and attention to detail and accuracy.

Creative in seeing challenges from different perspectives... motivated to help identify and develop solutions to issues impacting individuals and society.

Equally effective in a leadership or support role. Consistently demonstrate ability to manage overlapping responsibilities, time and resources in a demanding and ever-changing environment. Diplomatic and discreet; present a logical and methodical way of gathering data through insightful questioning and active listening with high regard for procedures, regulations, and confidentiality.

Core Competencies

Library & Internet Research
Literature Searches & Reviews
Data Collection & Analysis
Survey Tools & Administration
Training & Presentations
Interviewing & Clinical Assessments

Project Planning & Execution
Documentation & Report Writing
Process & Quality Control
Delegating & Supervising
Excel, Word, PowerPoint
Statistical Software Experience (SPSS)

Education & Academic Experience

Bachelor of Arts, Psychology, New Mexico State University, Las Cruces, NM

Graduated with high honors (GPA: 3.98), June 2003

Member of Alpha Chi Honor Society and Golden Key International Honor Society; Crimson Scholar; National Honor Society scholarship recipient

Research Assistant

- **Library research and analysis:** Supported PhD-level university professor's study of evolutionary psychology and facial expressions in relation to homosexuality. Researched measures of homophobia using psycinfo database, academic journals, and text books and analyzed information to identify gaps and duplicate studies. Participated in weekly team meetings to review findings and plan follow-up.
- **Survey and data collection:** Assisted psychology PhD-candidate in developing and administering surveys designed to gather qualitative data for analyzing cultural differences of the United States and Ecuador in relation to personal and social values. Administered surveys in controlled setting; entered and analyzed data using SPSS statistical software.

Research Methodologies Class Project

- Conceived, designed and executed an independent study of the influence of men's fashion magazines on women's body image. Administered measures to subjects in control and experimental groups; performed statistical analysis of data; prepared written report and presented findings to class professor and peers.

Employment Experience

TURNING POINT, INC., Alexandria, VA

2005 to present

Demonstrate initiative and exceptional performance in the following areas:

Rehabilitation Services

Coordinator: Key member of community-based services team providing supportive counseling, skills training, and case management to chronically mentally ill adults.

Personnel and Service Management

- Supervise a peer support specialist and office assistant; manage agency's business unit and train/direct approximately 20 client-employees.
- Collaborate with multidisciplinary treatment teams consisting of county and private-practice mental health professionals and coordinate referrals to various community resources.
- Guide successful implementation of person-centered treatment planning initiative. Ensure staff understanding of treatment concept and approach and continuity of practices throughout the agency.

TURNING POINT, INC. *(continued)*

Data Collection and Documentation

- Interview and perform in-depth assessments of client’s psychiatric and physical health history, life style, treatments, and functional abilities and document qualitative results for development of customized treatment plans.
- Manage complex records for government-subsidized meal program. Track and monitor daily participation, demographic data, and financial eligibility and prepare/submit required USDA reports.
- Improved data collection by redesigning health history form to better align with person-centered service approach and ensure adherence to state licensing guidelines.
- Played integral role in transitioning client records from paper to computer by working with technology staff to test and customize off-the-shelf application.

Information Gathering and Presentation

- Research online resources, journals, and books to develop curriculum and materials for psycho-educational group sessions.
- Supervise cataloging of resources and materials to create an in-house library for staff use.
- Plan and present weekly educational programs to groups of 3 to 25 clients, integrating lecture, discussion and role playing.

VALOR CENTER, Silver Spring, MD

2003 to 2005

Key examples of documentation, recordkeeping and collaboration:

Residential Counselor:

Coordinated with multidisciplinary teams, employment specialists, government agencies and families to provide comprehensive services to mentally ill adults in a group-home setting.

- Developed and facilitated individualized behavior-modification plans and advocated for clients to enable community integration and independent living.
- Maintained accurate and thorough documentation of physical exams, medications, and daily client-interactions; prepared and presented monthly and bi-annual progress reports.
- Facilitated weekly house meetings to promote shared living skills; ensured continuity of service and compliance with state licensing, Medicare, and other regulatory requirements

SAMPLE