
LAUREN KELLY

Psychotherapist

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(510) 736-5885

REGISTRATIONS

Associate Marriage & Family Therapist #118406
Associate Professional Clinical Counselor #7659

EXPERIENCE

Eden Counseling Services, Castro Valley, CA - *Staff Therapist, Clinical Lead*

SEPTEMBER 2020 - PRESENT

- Provide individual therapy to those reaching out to the clinic for support or to students through wellness center
- Provide individual therapy to students through school wellness centers
- Provide group counseling (grief; social skills)
- Develop and implement a clinically-driven course of treatment
- Provide crisis reunification services for crisis receiving home
- File reports as a Mandated Reporter in accordance with state and federal guidelines
- Creating, implementing, evaluating and maintaining Program Manuals
- Participate in and organizing the recruiting, hiring, and onboarding of new trainee cohorts
- Seek out best practices and new technology tools for implementation

The Bill Wilson Center, San Jose, CA - *Trainee*

SEPTEMBER 2018 – DECEMBER 2019

- Provided counseling in outpatient clinic, school outreach program, and group therapy setting
- Reviewed confidentiality, informed consent and overview of therapy to clients during initial session
- Gathered psychosocial history and intake assessment
- Provided diagnoses for clients based on social interviewing and assessment
- Collaborated with clients to create goals and provided treatment plans in order to implement interventions to facilitate change
- Co-facilitated grief group therapy sessions through the Centre for Living with Dying
- Participated in HIV/AIDS retreat; lead Self-Care group for caregivers

Amyris Inc, Emeryville, CA - *Senior Human Resources Coordinator*

JULY 2014 - OCTOBER 2019

- Ensured legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting reviews; maintaining records
- Supported and guided managers and employees on the full range of HR policies and practices

- Managed employee immigration status and coordinate visa petitions for work authorization
- Compiled data for Affirmative Action Plan submission and implemented plan to maintain goals
- Managed Internship program – recruited and interviewed candidates, defined and extended offers and implemented program milestones and activities for 10-20 interns each year
- Safety representative for HR and Floor Emergency Responder team member
- Repeatedly recognized for top performance and willingness to help team members and employees
- Face of HR – answered questions and guided employees to answers
- Single-handedly scheduled complex interview schedules for all candidates across the organization for as many as 17 person interview teams of scientists
- Collaborated with compensation team to make offers to new hires
- Designed and maintained Applicant Tracking System infrastructure specifications by conferring with users; analyzing workflow, access, information, and security requirements
- Consulted with managers to understand staffing requirements and objectives for job postings; maintained the work structure by updating job requirements and job descriptions for all positions
- Led employment branding initiatives related to recruiting

Omega Institute for Holistic Studies, Rhinebeck, NY - *First Aid Department*

APRIL 2013 – MAY 2014

- Provided first aid and health services to guests and employees
- Organized and maintained confidential patient files and incident records
- Worked directly with COO on incident reports and major events during work shift
- Coordinated with outside medical personnel
- Principal health and medical emergencies contact for guests and employees
- Ordered and maintained medical office supplies
- Assisted Guest Services with customer service support
- Supplied resources and referrals for follow up medical services to guests and employees

Roosa Counseling Services, Middletown, NY - *Intern*

MARCH 2013 – JULY 2013

- Conducted daily individual and group play therapy sessions with children and adolescents diagnosed with a variety of disorders
- Utilized behavior therapy techniques with children ages 3-17 with emotional disturbances, autistic spectrum disorders, developmental delays, and life transitions to foster self-awareness and interpersonal skills
- Processed disruptive and self-injurious behaviors with children to ensure safety and cultivate healthier coping skills
- Observed intake assessment interviews with parents
- Documented treatment interventions and client progress on a regular basis
- Assisted with office duties pertaining to client scheduling, organizing client files, and documentation for insurance

Robert & Deborah Sansone, Mohegan Lake, NY - *Child Care Provider*

AUGUST 2009 – APRIL 2013

- Coordinated and executed family schedules including child's auditions in New York, Connecticut and New Jersey
- Provided focused homework setting and tutored children
- Organized household projects and daily tasks

Oakland Strokes Crew, Oakland, CA - Novice Women's Assistant Coach

AUGUST 2007 – AUGUST 2009

- Assisted in the planning, organizing, and conducting of practices, meetings, and off-season conditioning
- Built positive and achievement-oriented team environment
- Provided fundamental rowing technique and athletic skills training for high school athletes preparing for competitions
- Mentored athletes and provided personal guidance in training sessions
- Monitored and evaluated performance of athletes and provided appropriate feedback

EDUCATION

Palo Alto University-

M.A. in Counseling

NOVEMBER 2019

Emphasis: Marriage and Family Therapy

Marist College

B.A. in Psychology

MAY 2014

LANGUAGES

Fluent in French

Conversational in Spanish

Basic knowledge of Portuguese

CERTIFICATIONS

First Aid, CPR, AED Certification (Ongoing)

Emerging Leaders Program (Marist College 2014)

NYS EMT Certification (August 2010)

INTERESTS

Candle & jewelry making, adventurous recipe experimenting, traveling

REFERENCES

Available upon request