

DRAKE GARVIN

LA MESA, CA 91941-7857
(619) 742-1766 - dgarvin0@cox.net

PROFESSIONAL SUMMARY

Vocational Rehabilitation Counselor eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Motivated to learn, grow and excel at Interwork Institute.

SKILLS

- Individual Counseling
- Job Search Strategies
- Active Learning
- Client Screening
- Evaluation Reports
- Rehabilitation Services
- Comprehensive Vocational Assessments
- Record Updates
- Case Notes
- Client Guidance

WORK HISTORY

03/2001 to 06/2006 **Vocational Rehabilitation Counselor**
Sharp Healthcare – San Diego, CA

- Vital member of Sharp's Return to Work Program (RWP) procured jobs both temporary and permanent for injured employees as an in-house Qualified Rehabilitation Representative (QRR).
- Used my vocational rehabilitation expertise as a member of the Accommodation Review Committee (ARC) assisting with review, development and installation of employee accommodation for both injured workers and new hires with disabilities.
- As a key part of the Workers' Compensation Department I provided strong communication skills both verbal and written while in contact with managers, insurance claims representatives, medical providers and Sharp's Human Resources.
- Prepared and maintained records and case files detailing clients' personal and eligibility information, services provided and relevant correspondence.
- Met with injured workers as part of the QRR 90-day program and the gathered and documented updates on return to work progress.
- I enhanced Sharp's job descriptions to include essential functions and good physical demands sections.

04/1999 to 03/2001 **Rehabilitation Counselor**

Action Rehabilitation Consultants, Inc. – San Diego, CA

- Assisted Counselors with all forms of client's case management.
- Administered preliminary and comprehensive vocational assessments and documented results.
- Coordinated community resources, reviewed vocational market research and secured referrals.
- Promoted development of interviewing, resume writing and etiquette skills.
- Liaised with community partners to enhance employment opportunities for individuals with disabilities.
- Prepared and maintained records and case files detailing clients' personal and eligibility information, services provided and relevant correspondence.

02/1993 to 12/1993 **Disabled Students Services Counselor**

San Diego City College – San Diego, CA

- Offered guidance and advice to help cultivate self-esteem and scholastic involvement.
- Communicated closely with other counselors to devise programs and activities based on developmental and academic levels.
- Developed career and education plans based on individual students' needs.
- Helped students evaluate course choices and select relevant classes.
- Counseled clients one-on-one regarding current situation, desires, aptitudes, education and employment history.
- Maintained case files and documented actions.
- Collaborated with faculty to develop and implement services for students with disabilities including note taking, tutoring and testing accommodations.

EDUCATION

06/1996

Master of Science: Vocational Rehabilitation Counseling

San Diego State University - San Diego, CA

06/1990

Associate of Science: Graphic Communications

Cuyamaca College - El Cajon, CA

08/1988

Bachelor of Science: Psychology

Point Loma Nazarene University - San Diego, CA