

Matthew Friend

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Recent Master's Degree in Counseling Psychology graduate, with a passion for helping others and developing effective counseling methods. Completed ten months of clinical internship as an addiction and co-occurring disorders counselor at Hazelden Betty Ford Foundation - Chicago. Possess strong oral and written communication skills. Established ability to foster beneficial and congenial therapeutic alliances with patients. Experience working in IOP and PHP treatment setting, treating a wide spectrum of psychiatric issues. Demonstrated success with individual case and general case-load management from assessment to completion of treatment.

RELEVANT WORK EXPERIENCE

Hazelden Betty Ford Foundation: Chicago, IL *Clinical Intern* 07/2018-05/2019

- Facilitated individual therapy with adult IOPs and PHPs, implementing the BPSSP model of conceptualization, Motivational Interviewing, CBT, DBT, and Person-centered therapy
- Facilitated/ co-facilitated group therapy with patients, implementing above techniques, including Gestalt group therapy
- Facilitated family therapy sessions with patients and their parents/ spouse/ partner
- Gained experience treating patients with co-occurring post-traumatic, anxiety, depressive, bipolar, compulsive disorders, etc., as well as a wide range of addictive disorders
- Oversaw all aspects of patient case management
- Lectured on the implications of and research pertaining to romantic relationships in early recovery
- Attended and presented on patients during weekly clinical staffing meetings to collaborate on care
- Documented individual/ group process notes, integrated progress summaries, substance use assessments, suicidality/ homicidality/ risk factor assessments, third party collateral notes, concern resolution notes, substance use discharge summaries, and continuing care recommendations

RELEVANT VOLUNTEER EXPERIENCE

Lincoln Park Community Shelter: Chicago, IL *Mental Health Support Assistant* 10/2017-01/2018

- Facilitated individual and group therapy sessions with guests/ residents of the shelter on a weekly basis

The Facing Project: Chicago, IL *Project Writer* 03/2017-09/2017

- Contributed to the discourse about communities in Chicago that have been affected by violence and/or have been historically underserved
- Practiced positive psychology by emphasizing the strengths and assets of the underserved communities in Chicago
- Encouraged people to seek out areas of Chicago that are not typically included in tourism literature

Erie Neighborhood House: Chicago, IL *Super H-Itos Volunteer* 09/2016-06/2017

- Taught underprivileged 3-5 year-old children the importance of health and wellness, through engaging them in activities that focus on healthy habits
- The goals of the Super H-Itos initiative are to boost self-esteem and foster awareness of physical and emotional health amongst the children and their families

The TIMES Center: Champaign, IL *Volunteer* 2004-2006

- A homeless shelter for men
- Prepared and served meals along side residents of the shelter
Received and accounted for donations from the community

EDUCATION

The Chicago School of Professional Psychology: Chicago, IL

Master of Arts in Counseling Psychology

07/2019

- 3.94 GPA
- Member MACP Council, Public Relations & Marketing

Roosevelt University, ABA Accredited Paralegal Studies Graduate Program: Chicago, IL

Paralegal Certification

06/2007

- Attained Honors recognition by earning a 90% or higher in seven out of eight courses

University of Illinois (UIUC), College of Liberal Arts and Sciences: Champaign, IL

Bachelor of Arts in Communication, Minor in Spanish

05/2006

- Nominated for National Dean's List, Fall 2005

PRIOR WORK EXPERIENCE

Various Law Firms: Chicago, IL

Paralegal

10/2007-05/2016

- Family Law litigation
- Commercial/Civil litigation
- Civil Rico Law litigation
- Worked one-on-one with clients to compile responses to discovery requests
- Drafted wide range of persuasive pleadings on behalf of clients involved in aggressive litigation
- Took on a leadership role in the team environment of firm's paralegal department
- Trained interns and administrative assistants and coordinated their work flow
- Presented motions and orders in court on behalf of clients
- Coordinator of all electronic discovery projects
- Summation database specialist

PROFESSIONAL AFFILIATIONS

American Psychological Association

Member

2018-Present

SOFTWARE PROFICIENCY

Microsoft Office (Outlook, Word, Excel, PowerPoint) Concordance, Summation, Juris, QuickBooks, PC Law, Time Matters, Time Slips, DDI, Rocket Matter, Blue Pay, Drop Box, Pacer, FinPlan, Access Plus, Clericus Magnus, Google Calendar, Scan Snap, Adobe Acrobat Pro, CM/ECF, Constant Contact and Word Press