**Hakan O. Ramadan**

**Experience:**

**Girne American University (GAU) –** Kyrenia, Cyprus Oct 2018 – present

Teacher/Lecturer/Academic Adviser

* Instructor/lecturer of Psychology courses
* Academic Adviser for students and thesis preparation adviser
* Student registration and documentation/data entry
* Preparing lecture slides, syllabuses, presentations, and exams for numerous courses

**Amazon, Inc.** – Irvine/San Diego, CA Aug 2015 – Aug 2018

Warehouse Associate

* Warehouse facilitator, assisted staff and dock workers
* Industrial and Organizational facilitator, job analysis, and performance recruitment
* Documentation, data entry, and logistics

**Behavioral Health Works** – Orange, CA Aug 2015 – Aug 2018

Behavioral Therapist

* Helped individuals with Autism and other developmental disabilities reach their highest potential by working collaboratively with families, schools, and relevant professionals. By focusing on ways in which people respond to their environment (behavior), we provide opportunities for them to learn in specific and observable ways, leading to a positive outcome (health).

**Girne American University (GAU) –** Kyrenia, Cyprus Sept 2013 – June 2015

Teacher/Lecturer/Academic Adviser

* Instructor/lecturer of Psychology, English, Health, and several other courses for undergraduate and graduate programs
* Academic Adviser for numerous students and thesis preparation adviser (both undergraduate and graduate students)
* Student registration and documentation/data entry
* Student advocate and chairmen of various academic organizations at university
* Preparing lecture slides, syllabuses, presentations, and exams for numerous courses at the university

**California PsychCare (CPC) –** San Diego, CA Sept 2012 – Sept 2013

Program Coordinator/Supervisor

• Provide Parent education and consultation, direct ABA services, and supervision of staff

• Supervising cases utilizing ABA methodologies, tactics, and procedures

• Design and Implement developmentally appropriate curriculum

• Collect and analyze data to be used in quarterly progress reports

• Conduct developmental and behavioral assessments

• Provide instructional feedback to direct staff on assigned cases

**Toward Maximum Independence (TMI), Inc.** - San Diego, CA Aug 2010 – Oct 2012

Job Coach

• Provided Job Coaching and Life Skills Training to clients with developmental disabilities at work and volunteer sites

• Performed direct service and support under direct supervision of the Coordinator

• Working knowledge of supported employment, integrated work, community living, and philosophy of community based instruction

• Advocated for rights of clients, and their perspective employers

• Provided daily reports and documentation of client progress and objectives met and exceeded

• Mentored clients to encourage socialization and integration into mainstream communities

**Sunrise Youth Care Center (SYCC), Inc.** – Escondido, CA

Group Home Facility Manager

• Managed day to day operations of Adolescent Group Home according to Community Care Licensing compliance standards, the Department of Social Services, and Probation Department

• Supervised childcare workers and general facility program activities

• Responsible for scheduling all shifts with qualified and certified childcare workers

• Established a positive and supportive working and living environment for staff and residents

• Responsible for petty cash funds and bookkeeping functions

• Ensured that all necessary facility documentation is updated and posted according to Community Care Licensing and Department of Social Services regulations

• Coordinated liaison functions with youth’s authorized representative and community residents, school personnel, and law enforcement personnel

**Partnerships with Industry (PWI), Inc.** – Oceanside, CA Oct 2005 - Oct 2008

Assistant Manager and Job Coach/Counselor

 Provided training and orientation, education of Policies and Procedures and proper documentation, to newly hired staff

 Coordinated and conducted monthly staff meetings to determine our clients’ progress, treatments and therapies, and conducted site visits to ensure policies and procedures were being met

 Provided job coaching, counseling, and life skills training to clients with developmental disabilities

**ACES, Inc.** – San Diego, CA Dec 2003 - Dec 2004

Behavioral Therapist/Tutor

 Conducted Applied Behavioral Analysis (ABA therapy), Discreet Trial Training, Treatment and Education of Autistic and related Communication for Handicapped Children (TEACCH), Behavior modification, Floor-time, Play therapy, Sensory therapy, and various other forms of therapy and training with children diagnosed with PervasiveDevelopmental Disorders such as Autism and Asperger Syndrome

 Provided social, behavioral, communicative, and educational services for children with Autism Spectrum Disorders (ASD), and helped children develop the skills to function in a community-based recreational setting with typical peers

 Worked with children in various school settings and home programs

**B.E.S.T. Services, Inc.** – San Diego, CA Oct 2001 - Feb 2003

Behavioral Therapist/Tutor

 Provided social skills training and life-skills education for children diagnosed with pervasive developmental disorders such as Autism and Asperger Syndrome

 Helped children develop the social skills to function in a community-based recreational setting with typical peers

 Assigned to various companies and home-based programs, to assess and train newly hired staff to educate children and adolescents with various levels of disabilities and disorders, to function and thrive in various environments, such as home, school and social settings through the use of tools such as Picture Exchange Communication (PECS)

**Community Psychiatric Social Rehabilitation Center, Inc.** – Ramona, CA Oct 1999 - Nov 2000

Mental Health Counselor

 Supervised adult mental health clients in a group home setting

 Conducted group and individual counseling

 Medication disbursement, documentation, and data entry

**San Diego Adult Probation Department** – San Diego, CA Jun 1996 - Feb 1999

Probation Officer Aide/Student Worker

 Assisted Probation Officers with daily activities and duties

 Conducted drug and alcohol urinalysis on adult probationers

 Data entry, including test results, arrest warrants and incident reports

 Provided counseling with male and female probationers

 Trained and supervised new student worker staff

**Spectrum Program** – San Diego, CA

**San Diego County Juvenile Hall – 6 Month Internship Assignment** (1998)

Adolescent Counselor

 Conducted drug and alcohol education for male and female juvenile offenders

 Performed group and individual counseling for inmates

**New Alternatives, Inc.** – San Diego, CA

**Reflections Program – 6 Month Internship Assignment** (1998)

Adolescent Counselor

 Conducted drug and alcohol education, multi-cultural therapy, and ethics and recovery issues

 Co-facilitated group counseling, and provided individual therapy for adolescents on probation

 Conducted treatment team meetings and interventions

**Summary of Qualifications:**

 Over 18 years of professional experience in Counseling, Drug/Alcohol treatment, Social Work, Education, and similar fields

 Ability to coordinate and conduct various types of group and individual counseling

 Conduct assessments and orientations, and psychological testing

 Developed and implemented services for new and established group homes throughout San Diego County

 Experienced in many forms of Autism Spectrum Disorders (ASD) training and education services

 Medication disbursement and pharmaceutical knowledge

 Supervision and training of staff, child care workers, and student workers

 Experience with implementing IPP, IEP process, school psychology, and County Regional Center services

 First Aid and CPR trained and certified, and PART trained

 Enthusiasm and commitment to career and attentive to details

 Take pride in doing an excellent job and achieving positive results

 Computer proficient in Microsoft Office, Excel, Outlook, Word, and other programs

 Experienced Lead Dual Recovery Counselor (Mental Health and Drug/Alcohol Addictions)

● Insurance forms, assessments, analysis, and documentation/filing with proper agencies

**Education:**

**1996 – 1998**

USIU/Alliant International University - San Diego, CA

Master’s Degree (MA) in Counseling Psychology &

Certified Chemical Dependency Counselor (CADAC)

**1991 – 1995**

Northern Michigan University (NMU) - Marquette, MI

Bachelor’s Degree in Psychology and Criminal Justice/Security Administration

**\*Professional and personal references available upon request**