Renee Perez

 Pembroke Pines, FL 33332

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**PERSONAL SUMMARY**

A Registered Marriage and Family Intern searching to integrate my personal work experience with my educational experience to excel in my field and achieve my personal objectives.

**EDUCATION**

Masters in Marriage and Family Therapy – July 2020

Nova Southeastern University

Davie, FL

Bachelor's of Arts- Psychology - December 2017

Florida International University

Miami, FL

**SKILLS**

Experience with children, adolescents, adults, couples, elderly, and families.

Case Management experience.

Intake coordinator experience

Administrator experience

Bilingual (English and Spanish)

Crisis Intervention for adults and elderly population.

CLINICAL WORK EXPERIENCE

**Family Ties – August 2019 – May 2020**

Memorial Healthcare System

Hollywood, FL

* Provided assessment, individual therapy, group therapy for children, adolescents and their caregivers using Solution-Focused Brief Therapy techniques.
* Developed treatment and safety plans for families coping with domestic violence environments.
* Accountable for completing all weekly and monthly progress notes, treatment plans, treatment plan reviews, progress updates, and discharge plans for each youth and family.
* Provided supportive counselling, parent education, and case management to assist clients with outside resources to strengthen family dynamics.

**Brief Therapy Institute – January 2019 – July 2019**

Nova Southeastern University

Davie, FL

* Provided individual, couple, and family therapy in situation of diagnoses of substance abuse, anxiety disorder, and depression.
* Clinical experience with teens, adults and family.
* Responsible for maintaining progress notes and discharging clients.

**WORK EXPERIENCE**

**Registered Marriage and Family Intern**

**Counselor III – September 2020 – Present**

Memorial Healthcare System

* Responsible for providing individual, family, group therapy, and case management services to youth and families.
* Accountable for completing all daily, weekly and monthly progress notes, treatment plans, treatment plan reviews, progress updates and discharge plans for each youth and family.
* Conduct intakes and assessment to determine client eligibility based on guidelines provided by grant provider Children’s Services Council of Broward County.

**Case Manager**

**Counselor II – May 2018 – September 2020**

Memorial Healthcare System

Hollywood, FL

* Conducted intake assessment, either in-home or at office, for adults, elderly, and families for targeted programs or other resources in the community.
* Coordinated educational curriculum with children ages three to four, while maintaining caregivers with educational and behaviour progress.
* Responsible for crisis interventions for the elderly due to safety and negligence.
* Formalized and managed individualized case management assessment plans for a caseload of at least 25 clients, specifically pregnant and new moms with children under one, overcoming depression and/or anxiety.

Operations Manager – September 2015 – present

First World Realty Group, LLC

Pembroke Pines, FL

* Maintained all property management accounts via designated software, including recordkeeping of rental payment, payment to vendors, disbursement of owner funds, tenant relationships, and owner relationships on a weekly, monthly, and yearly basis.
* Oversee that all repair requests are dispatch to a property manager ensuring that repairs are completed, logged into the system for reconciliation, and statements are prepared accordingly.
* Managed all reconciliation of accounts such as real estate transaction, property management, and escrow accounts.
* Accountable for at least 50 independent contractors, specifically real estate agents, ensuring guidelines and procedures per FREC were followed.
* Organized monthly meetings with realtors, including but not limited to, providing up to date information about real estate policy and procedures.

Senior Processor – April 2011 – May 2018

Action Title Company

Fort Lauderdale, FL

* Responsible for a caseload between 25 to 60 files a month.
* Handled curating requirements on title and advising banks, mortgage loan officer, real estate agents, buyers, and sellers of any issues that may prevent file from closing.
* Prepare closing documents, CD and Alta settlement statement for REO, Refinance, Lender and Cash transactions.
* Accountable for balancing and disbursing funds per file.
* Responsible for issuing owner’s and lender’s policy, as well as returning final recorded documents.