

GERALDINE VILLAVICENCIO, M.A., LMHC

:: Spanish-Speaking Licensed Mental Health Counselor ::

EDUCATION

University of Central Florida <i>Master of Arts</i> <i>Counselor Education CACREP Accredited Program: Mental Health Track</i>	Orlando, FL	2009-2011
University of Central Florida <i>Bachelor of Arts in Psychology</i>	Orlando, FL	2007-2008
Valencia Community College <i>Associate of Arts Degree</i>	Orlando, FL	2005-2006

CLINICAL EXPERIENCE

Barbara E. Kelly, Ph.D., LLC <i>Licensed Mental Health Counselor</i>	Maitland, FL	2014-Present
<ul style="list-style-type: none">• Provide psychotherapy to adolescents, college students, adults, and couples.• Presenting issues include marital/relationship issues, depression, anxiety, self-esteem, grief, trauma, women's issues, and life adjustment issues.• Applies the Gottman <i>7 Principles of Making Marriage Work</i> when working with couples and families.		
Human Services Associates, Inc. <i>Registered Mental Health Counselor Intern/Licensed Mental Health Counselor</i> <i>Adolescent Outpatient Counselor</i>	Orlando, FL	2012-Present
<ul style="list-style-type: none">• Complete in-depth psychosocial assessments, diagnose using DSM-IV-TR, and counsel at-risk substance-abusing adolescents and their families.• Conduct suicide risk assessments on high risk client and create safety plans.• Administer monthly urinalysis testing on at-risk adolescents.• Adhere to evidenced based Adolescent Community Reinforcement Approach (A-CRA) model.• Adhere to CARF, Medicaid and DCF billing and funding procedures.• Screen outreach clients for treatment eligibility and provide referrals.• Prepare and complete individualized treatment plan and treatment plan reviews.• Complete all discharge paperwork within specified time frame and provide referrals for continued services.• Maintain up-to-date progress notes and service logs.• Participate in weekly treatment team meetings and supervision.• Create and distribute monthly informative substance use newsletter.		
Community Counseling Center of Central FL <i>Registered Mental Health Counselor Intern</i>	Altamonte Springs, FL	2011-2012
<ul style="list-style-type: none">• Assessed, counseled, and educated primarily Spanish speaking at-risk adolescents and adults.• Provided family counseling to parents and children involved in the dependency system.• Reviewed, adhered to, and updated treatment plans.• Created safety plans for victims of domestic violence.• Formulated plans for strengthening and reunifying families.• Maintained up-to-date progress notes and service logs.• Referred clients to community resources for sufficient housing, food, and case management.		

- Prepared and completed treatment plan reviews, Monthly Magellan progress reports, Functional Assessment Rating Scale, and Children’s Functional Assessment Rating Scale forms.

Behavioral Support Services, Inc. Winter Park, FL 2011-2012
Registered Mental Health Counselor Intern

- Assessed, counseled, and educated primarily Spanish speaking at-risk adolescents and families in their homes and schools.
- Provided crisis intervention to students and their families.
- Reviewed, adhered to, and updated diagnoses and treatment plans.
- Created and maintained up-to-date progress notes and service logs.
- Prepared and completed treatment plan reviews, Functional Assessment Rating Scale, and Children’s Functional Assessment Rating Scale forms.

BETA Center, Inc. Orlando, FL 2010-2011
Mental Health Counseling Intern

- Provided individual and group counseling services to primarily Spanish speaking at-risk female adolescents in an in-school setting.
- Administered bio-psychosocial assessment and scored psychometric assessments including: Beck’s Depression Inventory and Multidimensional Adolescent Assessment Scale.
- Assisted clients with case management referrals and issues.
- Created curriculums and facilitated clinical counseling groups; self-esteem and BETA classes.
- Created, maintained, and updated confidential client files including in-depth psychosocial assessments, treatment plans, and progress notes.
- Managed crisis phone calls and walk-ins, including pregnancy test with pre and post counseling.
- Coordinated and executed extra-curricular activities such as holiday and special events.

PROFESSIONAL EXPERIENCE

Michael Tierney, P.A. Winter Park, FL 2002- 2010
Paralegal/Bookkeeper

- Provided information and customer service to clients, doctors, and attorneys over the phone and in office.
- Created, organized and maintained confidential files.
- Prepared documents such as complaints, pleadings, and letters that were imperative to the success of legal cases.
- Managed attorney’s trust and operating bank accounts, as well as completed billing of all legal services.

Barbara E. Kelly, Ph.D., LLC Maitland, FL 2007-2008
Office Assistant

- Responsible for maintaining and managing administrative duties of front office.
- Entered and scored client psychometric assessments.
- Confirmed and scheduled complex appointments such as legal depositions, hearing, trials, forensic, custody, psychological evaluations, parent coordination, and therapy sessions.
- Created, organized, and maintained confidential files.
- Organized, updated, and maintained all of the billing accounts for clinical and forensic services using Therapist Helper.
- Participated and assisted in additional office functions such as receptions, parenting classes, and professional meetings.

PUBLICATIONS

Villavicencio, G. (2009). Meet our faculty: Dr. Jones. *Counselor Ed Chronicles*, 2(1), 3.

ADDITIONAL SKILLS

- Fluent in Spanish
- Certified in Adolescent Community Reinforcement Approach (ACRA)
- Approved Gottman 7 Principles Program Educator
- Experienced in Microsoft Word, PowerPoint, Excel, Outlook, Raintree, CLAIRE, Therapist Helper, Athena, Milestone Systems, QuickBooks, Time Matters, and Internet Research.