

# Jeffery Rutherford

## **Ready to work!**

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## Professional Summary

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My goal in life is to help people and acquire the skills and experience I will need to contribute to Mental Health Wellness in my community and around the world.

A bit more than a year ago I returned home to Tx from CA and while living in CA I received my Bachelors Degree and had varied experiences in the mental health field in areas such as Napa Valley, Vallejo, and Oakland.

Since returning I continued my experience as an RBT conducting ABA services with children and teens diagnosed with ASD.

Currently I am also earning my Masters Degree in Clinical Mental Health Counseling online from Grand Canyon University. After earning my Masters, I plan on getting my License to Practice Counseling in the state of Texas.

I am very proficient with Microsoft Word, Excel, PowerPoint and Outlook. I type quickly and use these applications on a daily basis. I also have experience with customer service and billing inquiries.

Willing to relocate to: Flower Mound, TX

Authorized to work in the US for any employer

## Work Experience

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### **Student Therapist**

Branches Denton (University Behavioral Health)-Denton, TX

July 2025 to Present

- Help lead processing groups and DBT skills groups for adolescents and adults
- Completing problem sets and psychosocial assessments
- Clerical work and filing

### **Job Skills Trainer**

WorkReady Texas-Plano, TX

January 2024 to June 2025

I currently provide supervision and training to individuals with Intellectual Disabilities. The work skills training provided includes demonstration of on-site tasks, communication skills, and general worksite etiquette.

Also created and submitted bi-weekly reports on daily customer progress.

### **Registered Behavioral Therapist**

Fox Hole Therapies-Grapevine, TX

April 2023 to November 2023

Ran regular therapy sessions with children with Autism Spectrum Disorder and collected data in real time for analysis in accordance with BCBA instructions.

Created and maintained detailed documentation after each session conducted.

### **Registered Behavior Therapist (RBT)**

Child's Path-Frisco, TX

October 2021 to November 2022

Administering therapy for Children/Teens with ASD as per instruction from BCBA and other supervisors.

Collecting data in real time to assist BCBA in Quantitative Research

Pairing and connecting with clients of all backgrounds and ages!

### **Behavioral Therapist**

ACES ABA-Oakland, CA

May 2021 to October 2021

Behavioral therapist for children with Autism ranging from ages 4-17 years old using Applied Behavioral Analysis therapy (ABA).

- Performed Applied Behavioral Analysis in clients homes for sessions
- Collected data during using mobile data collection software

### **Job Coach**

Napa Valley Support Services-Napa, CA

September 2020 to May 2021

Job Title: Job Coach

Job Description:

- Commuting to various worksites to observe and assist clients with different Mental Disabilities/Illnesses while they performed their duties. Worksites include: Napa Sanitation District, CVS, Walmart, Carl's Jr., Computer Recycling Facility, and others.
- Observations on work site were carefully recorded and sent to management bi-weekly along with end of the month reports on each client.
- The primary goal of executing Situational Assessments and Work Adjustment Training was to determine employability and job skills acquired.

### **Arete Air**

OFFICE ADMINISTRATOR-Lewisville, TX

May 2017 to June 2020

Position at family business taken during the summers. Business formerly known as "Rutherford Air" in 2017.

- Answered phone calls from clients and vendors
- Scheduled job appointments
- Provided orientation and training for new employees
- Managed & ordered supplies
- Scheduling for office meetings and gatherings

Executes online seminar for potential clientele. Creates presentation demonstrating the companies equipment, process, service packages, and benefits for potential clients.

### **UNT Research Assistant**

UNT Psychology Clinic-Denton, TX

November 2019 to May 2020

Assisted with Male Body Image Study for Doctoral Dissertation (Carlie McGregor)

- Conducted measurements on subjects
- Administered Surveys
- Organized Subject Files
- Met and Coordinated with Subjects

Assisted with initial research for PTSD study {Interrupted by COVID-19} (Will Archulets)

- Literature Review

### **CUSTOMER SERVICE AGENT**

Johnny Kuntz Allstate-Lantana, TX

November 2018 to May 2020

Reference: Johnny Kuntz (Agency Owner) - (940) 535-4376

Job Duties:

- Processed and created endorsements on Auto and Home policies for clientele.
- Managed billing matters such as customer notification and collecting past due payments.
- Acted as customer service agent who answered all incoming phone calls to the agency. Customer inquiries and concerns were handled promptly, including follow-ups.
- Kept office clean and presentable for visiting clients.

### **Patient Intake (Internship)**

iChange: Counseling and Psychiatry-Denton, TX

November 2018 to February 2019

Job Duties:

- Coded Health Insurance for counselors on staff
- Handled intake process for new patients,
- Scheduled appointments
- Distributed appointment reminders to patients

## Education

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### **Clinical Mental Health Counseling (Master's degree)**

Grand Canyon University-Remote

August 2023 to Present

### **Psychology (Bachelor of Arts)**

University of North Texas-Denton, TX

August 2017 to April 2021

### **General Studies (ASSOCIATES DEGREE)**

NORTH CENTRAL TEXAS COLLEGE-Corinth, TX

August 2015 to 2017

## Skills

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- Applied behavior analysis

- English
- Critical care experience
- Research
- Continuous improvement
- Documentation review
- Vital signs
- Data collection
- Behavioral therapy
- Individual / Group Counseling
- Patient care
- Social work
- Autism Experience
- Crisis Intervention
- Customer service
- Case Management
- Social Work
- Working with students with special education needs
- Interviewing
- Grocery store
- Customer service experience in service industry and professional office jobs.
- Microsoft Office
- Training & development
- Social media management
- Windows
- Proficient with Word, Excel, and PowerPoint,
- Adminstrative and Business Operations
- Know the basics of Health, Auto, and Home insurance (Coding and Endorsements)
- Communication skills
- Behavioral health
- Organizational Skills
- Care plans
- Negotiation
- Child & family counseling
- Microsoft Outlook
- Supervising experience

## Languages

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- Spanish - Beginner
- English - Expert

## Certifications and Licenses

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### **Driver's License**

### Additional Information

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Have written articles for the Psychology Undergraduate Department's Newsletter at the University of North Texas titled "Mind Over Matter".

Enjoy performing music at open mics during my free time.