
Carlee Cone Bowdoin, M.Ed, C.R.C, Q.R.P

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EDUCATION:

Auburn University, Auburn, Alabama

- ❖ Masters of Education in Rehabilitation Counseling, 2009

Western Carolina University, Cullowhee, North Carolina

- ❖ Bachelor of Science in Recreational Therapy, 2007

CERTIFICATIONS:

- ❖ **Certified Rehabilitation Counselor (C.R.C.)**, 2009

- ❖ **Qualified Rehabilitation Professional (Q.R.P.)**, 2009

PROFESSIONAL WORK HISTORY:

Oct. 2009 – Present

Rehabilitation Counseling Associates, Inc., St. Petersburg, Florida

Rehabilitation Counselor

- ❖ Marital Dissolution Assessment
- ❖ Vocational Counseling, career guidance, and vocational testing
- ❖ Workers' Compensation/ Americans with Disability Act
 - Disability Management
 - Medical Services Coordination
 - Reemployment Assessments
 - Vocational Testing/ Evaluation
 - Labor Market Surveys
 - Job Placement Assistance
 - Work adjustments/ OJT/ Work Site Evaluations
 - ADA Job Descriptions
 - Assess Reasonable Accommodations
 - Determine Adaptive Equipment
 - Work Station Modification
 - Consultation and In-Service Training
 - Establish Return-To-Work Programs

May 2009 – Aug. 2009

JMK of Tampa, Inc., Valrico, Florida

Rehabilitation Counselor

- ❖ Perform Vocational Evaluations/Counseling for clients
- ❖ Assess clients' vocational needs based on relevant work history
- ❖ Write Vocational reports
- ❖ Perform Labor Market Surveys
- ❖ Research potential job opportunities for clients
- ❖ Handle administrative duties to include scheduling, filing, mailing, emailing, copying and faxing.

- Jan. 2009 – May 2009 **JMK of Tampa, Inc.**, Valrico, Florida
Intern/Vocational Expert Apprentice
- ❖ Responsible for administrative scheduling
 - ❖ Organization/Recording of legal case files
 - ❖ Implementation of case management
- June 2008 – June 2008 **Alabama Governor’s Youth Leadership Forum**, Troy, Alabama
Practicum/Counselor
- ❖ Lead youth groups through team building activities
 - ❖ Provide college and career counseling to high school students
 - ❖ Advocate for youth with disabilities through community education
- May 2007 – Aug. 2007 **Tampa General Hospital**, Tampa, Florida
Intern/Recreational Therapist
- ❖ Create interventions for patients of the rehabilitation unit
 - ❖ Implement recreational therapies for patients
 - ❖ Document patients’ medical progress in charts
 - ❖ Participate in Pain Management meetings with doctors, therapists, and psychologists to improve patient care
- Jan. 2005 – May 2005 **Seaborn Day School-Hyde Park**, Tampa, Florida
Assistant Teacher
- ❖ Supervise a class of three year-old children
 - ❖ Provide education and learning to three year-olds
 - ❖ Assist primary teacher in teaching children
 - ❖ Feed three year-old children, change diapers, and assist children in scheduled/planned activities
 - ❖ Implement creative teaching techniques

VOLUNTEER:

- Summer 2008 **Auburn University**, Auburn, Alabama
Vocational Expert Apprentice, Proprietary Rehab
- ❖ Assist Dr. Randall McDaniel, V.E., during social security hearings in Montgomery, Alabama

PROFESSIONAL MEMBERSHIP:

- Aug. 2009 – Present **International Association for Rehabilitation Providers (IARP)**
Aug. 2008 – May 2009 **Delta Epsilon Iota**, Academic Honor Society, Auburn University
Aug. 2006 – Present **Ye Loyal Krewe of Grace O’Malley**, Tampa, Florida

PROGRAM PROFICIENCIES:

- ❖ Microsoft Office – Microsoft Word, Excel, Power Point
- ❖ Job Browser, Skills Tran
- ❖ OASYS