

Tracey Fleniken
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Relevant Work History

COLLIN COUNTY COMMUNITY COLLEGE. Frisco, TX. **7/99-Present**
NETWORKS Program Associate/ Associate Faculty

- Provide recruitment and retention services for special populations students pursuing technical and non-traditional education, and oversee NETWORKS pilot sites at NCTC and Weatherford College
- Coordinate monthly life skills and career awareness activities including workshops, company tours, and mentoring opportunities, and process textbook and childcare reimbursements
- Comply with grant reporting requirements as determined by the Texas Higher Education Coordinating Board
- Instruct students and facilitate a Career Planning and College Survival course

COLLIN COUNTY MHMR/ NORTHSTAR PROJECT. McKinney, TX. **9/97-7/99**
Vocational Specialist/ Outreach Counselor

- Provided community education about new state program for mental health services
- Assisted consumers with enrolling in NorthSTAR program and facilitated an educated choice
- Aided chronically ill mental health consumers in obtaining and maintaining employment
- Performed vocational assessments and developed treatment plans for consumers receiving services
- Assisted consumers with finding job leads, developing resumes, completing applications, and interviewing

PERSONNEL CONNECTION. Dallas, TX. **1/96-9/97**
Staffing Coordinator/ Customer Service Supervisor

- Screened, interviewed, tested, and placed applicants in appropriate positions
- Visited and called business clients weekly to evaluate and monitor employees' performance
- Entered payroll, distributed employee paychecks, prepared client invoices, and processed unemployment claims on a weekly basis

SOUTHWEST LA. HEALTH COUNSELING. Lake Charles, LA. **5/95-1/96**
Case Manager

- Maintained a primarily pre-adolescent caseload of 30-35 mentally challenged and physically disabled consumers
- Served as liaison between consumer/family, and all available community resources and state funded services
- Made monthly home visits to each consumer to evaluate the status of current services
- Accessed necessary MRDD services for consumers and made referrals to state agencies, physicians, and advocacy groups

Education and Licensure

LPC **12/03**
State of Texas

Texas Woman's University. Denton, TX. **8/97-8/00**
M.A. in Counseling Psychology, 3.7 GPA

McNeese State University. Lake Charles, LA. **8/91-5/94**
B.A. in Psychology, 3.5 GPA

References available upon request