

Kim J. Martin

Summary of Skills and Experience

- 12+ years of project management, contract management, and budgeting experience
- Collaborating with a team
- Research and analysis
- Advanced experience with Microsoft Office
- Building and maintaining positive and collaborative business relationships
- Detail oriented and organized
- Professional and personable verbal and written communication

Licenses and Certifications

- Substance Use Disorder Registered Counselor
- TB Cleared and COVID-19 vaccinated and boosted
- Passed Background Check and Live Scan
- CPR & First Aid Certified

Employment History

AOD Counselor I **35 hours/week** **July 2022-Present**
Stanford Sierra Youth & Families **Sacramento, CA**

- Consulting with clinical supervisors to obtain feedback and additional intervention skills for the purpose of improving client services.
- Collaborating with a treatment team to discuss client progress and brainstorm necessary adjustments to client treatment.
- Producing accurate and billable Sacramento County Medi-Cal documentation and consistently exceeding agency submission expectations.
- Analyzing client wellness utilizing Columbia Suicide Severity Rating Scale and developing safety plans with clients in response to answers provided.
- Researching and linking clients with community resources, accompanying clients to other services when appropriate, and connecting with service providers outside of the agency to ensure clients' needs are met.
- Providing reports and client updates to probation officers and social workers for the purpose of strategizing and collaborating to support clients.
- Adhering to HIPAA regulations and ensuring the proper use, storage, and release of Protected Health Information.
- Providing community-based individual substance use counseling to justice-impacted youth.
- Researching and developing strengths-based, trauma-informed group curriculum.
- Providing effective and culturally sensitive interventions.
- Developing respectful client-led relationships and taking a partnership role as youth make their own thoughtful decisions.
- Utilizing Motivational Interviewing to assist youth in identifying and working on self-determined issues in their lives.

Program Coordinator **22 hours/week** **November 2021-March 2022**
PRO Youth & Families **Sacramento, CA**

- Independently researched strengths-based, trauma-informed curriculum for the All Voices United program with the primary goal of providing early intervention for high-risk populations.
- Lead a multi-faceted team to conceptualize and launch the All Voices United program.
- Collaborated with school administrators and outside agencies to improve and increase youth engagement.
- Facilitated multiple early intervention programs on high school and middle school campuses.
- Facilitated regular team-building exercises to foster a positive and productive work environment.
- Increased program participation through local-level outreach efforts, including boots-on-the-ground recruitment and leveraging new and established collaborative relationships with teachers and other staff.
- Developed multiple partnerships with community organizations and school administrations.
- Consistently met program and project deadlines.

Administrative Support and Client Resource Specialist	25 hours/week	November 2018-May 2020
Kershaw Cook & Talley, PC		Sacramento, CA

- Reported to the Senior Mass Tort Coordinator and provided administrative support for complex mass tort cases.
- Provided phone and email support for all Camp Fire mass tort clients.
- Conducted client intake and interviews for the purpose of assessing and reporting eligibility for representation.
- Utilized and consistently updated a comprehensive case tracker to continually monitor client contract execution status, case-specific questions and answers, and identify potential risks and/or discrepancies.
- Implemented procedures to maximize efficiency and organization within the office.
- Edited and produced content for the company website for the purpose of increasing web traffic.
- Proposed ideas to management to increase productivity and efficiency of standard practices.
- Facilitated the distribution and collection of HIPAA forms to ensure the timely procurement of medical records.
- Researched community resources for Camp Fire clients and linked as appropriate.
- Analyzed contracts and multi-page questionnaires which informed the firm of event-specific impacts and aided in determining client needs.
- Drafted, sent, and tracked case correspondence and client updates.

Owner and Photographer	40 hours/week	June 2010-September 2022
Kim J Martin Photography		Sacramento, CA

- Budgeted yearly expenses and estimated taxes based on prior year income.
- Created contract and invoice templates.
- Developed policies and procedures for business operations and routinely analyzed and evaluated for efficiency.
- Identified areas in need of improvement and updated policies and procedures as necessary.
- Addressed client concerns regarding policies, procedures, and contract terms.
- Calmed and diffused high-stress wedding day situations.
- Developed instructional materials to clarify all parameters of the project lifecycle.
- Interpreted vendor contracts on behalf of clients.
- Established workflow timelines from initial inquiry to final product delivery to ensure all client needs were met.
- Using Microsoft Word, Excel, and Adobe Acrobat Pro to prepare correspondence, documentation, budget spreadsheets, and other documents and materials.
- Verified the completeness and accuracy of contracts and questionnaires.
- Directed clients with planning and coordination between multiple vendors and collaborated with other wedding professionals to ensure efficient wedding day execution.
- Networked with other wedding vendors and built strong professional relationships.
- Assessed client needs and leveraged professional working relationships to make appropriate referrals.
- Photographed weddings as the lead photographer, solo, or as part of a team.
- Supervised and coached other photographers.
- Ensured client satisfaction via consistent communication, managing expectations, and continually striving to under-promise and over-deliver.

Education

- A.A. Chemical Dependency Studies, expected graduation May 2023 | American River College, Sacramento
- B.A. Photography, Minor in Marketing, 2007-2009 | California State University, Sacramento
- A.A. Graphic Design, AA Liberal Arts, 2004-2006 | Sierra College, Rocklin