

# LAWRENCE M. LENOIR, CPT, CET, CCMA

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## EDUCATION

Computer Systems Institute, Chicago, IL 2015

*Healthcare Career Program, Medical Assistant*

- Certified Phlebotomy Technician, National Healthcareers Association
- Certified EKG Technician, National Healthcareers Association
- Certified Clinical Medical Assistant, National Healthcareers Association

## RELATED EXPERIENCE

Genesis Career Network, Chicago, IL 2007-Present

*Job Fair Organizer/Consultant*

- Develop advertising and marketing for print and broadcast media
- Procure donations, including food and beverages for vendors
- Organize and host job fairs for an average of 1000+job seekers and 30+ employers
- Job Readiness Seminar Instructor
- Pre-screened eligible candidates for employment with multiple companies

Inner Voice, Inc., Chicago, IL 2010-2012

*Case Manager 2 (HMIS Certified)*

- Responsible for safety, welfare and nutrition of 17 families
- Performed initial intake and assessment of clients
- Established counseling through various agencies as needed
- Provided HMIS information to DHS, DFSS and DCFS
- Coordinated health care services for clients
- Shared data with other agencies as needed
- Oversaw general maintenance of 21-room facility

Human Resource Development Institute, Chicago, IL *Residential Support* 2008-2010

*Staff*

- Monitored behavior patterns of substance abuse clients
- Facilitated groups and individual counseling sessions
- Monitored and recorded clients medication doses and frequency
- Responsible for the security and safety of 30 clients and facility
- Conducted random urinalysis tests and breathalyzer for evidence of drug or alcohol use
- Recorded hourly activity of clients
- Provided client progress to perspective parole officers and TASC agents
- Conducted intake, assessment and orientation to incoming clients
- Resolved volatile issues during the 90-day stay of substance abuse clients
- Ensured clients are in compliance with the court orders of their mandated stay

Warren Park Healthcare Facility, Chicago, IL 2007-2009

*Facilitator/Behavior Technician*

- Assisted clients with personal, family, social, educational and career decisions
- Coordinated care for residents with outside providers
- Facilitated groups of 8-25 clients (10 groups per week)
- Monitored and documented clients' behavior
- Crisis intervention counselor

## CLINICAL AND ADMINISTRATIVE SKILLS

Vital Signs

Venipuncture

Urinalysis

EKG

Injections

Medical Terminology

MS Office Written and verbal communication skills

Health Records Management Reception and Phone Skills

Appointment Setting Bookkeeping and Basic Accounting

Treatment Authorization Referrals 2003