

# JESSICA DUCLES

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## SUMMARY

Empathetic graduate student with extensive experience providing crisis intervention, psychological evaluations, and psychotherapy services to children, adolescents, and adults. Expertise in PTSD, sexual assault, and other trauma-related disorders. Understanding and compassionate professional committed to performing all duties in accordance with customary rules of ethics.

## PROFESSIONAL EXPERIENCE

**Peace Therapy, LLC**, Fort Myers, FL  
*Clinical Mental Health Counseling Intern*

03/2023 – Present

- Observe and monitor client behavior and responses to treatment.
- Work collaboratively with other mental health professionals to provide consistent care and minimize diversion.
- Provide comprehensive case management services, create treatment plans, and connect clients and families to appropriate resources.
- Consult with other staff members regarding treatment plans as deemed appropriate by team leader.

**The Blackstone Group**, New York, NY  
*Administrative Receptionist*

07/2019 – 10/2021

- Greeted and welcomed guests and provide them with a positive first impression.
- Notified assistants and professionals of a visitor's arrival.
- Issued guests with appropriate visitor badge and directions to the floor to which they were granted clearance.
- Followed and enforced proper security protocol.
- Complied with procedures, rules, and regulations on keeping a safe and clean reception area.
- Contributed to the team by accomplishing tasks as needed.

**Davidoff Hutcher & Citron LLP**, New York, NY  
*Paralegal/Administrative Assistant*

09/2017 – 06/2019

- Composed and revised legal documents for attorneys, including letters, dispositions, and court filings.
- Answered direct attorney phone lines and acted as a liaison between clients and attorneys.
- Ensured legal documents were processed and handled in a timely and efficient manner in order to comply with appropriate regulations and deadlines.
- Filed all documents through a web database for all office clients.
- Responsible for fill-in secretarial and administrative support to the General Counsels.
- Maintained attorneys' calendars by scheduling conferences

## EDUCATION

**Master of Arts**, Clinical Mental Health Counseling, 2024  
Keiser University, Fort Myers, FL

**Paralegal Certificate**, 2015  
Nassau Community College, Garden City, NY

**Bachelor of Arts**, Criminology 2014  
John Jay College of Criminal Justice, New York, NY

## SKILLS

Excellent Communication skills - Ability to Work under Pressure - Time Management - Self-motivation - Conflict Resolution - Leadership - Adaptability - Teamwork - Microsoft Office - Excel - Goal Development - Individualized Care Plans - Motivational Interviewing - Cognitive Behavioral Therapy - Knowledge of Treatments - Crisis Management - Patient Advocacy - Excellent People Skills - Family Therapy - Emotional Support - Therapeutic Services