

# Tommy Trojan

Location "City, State" | Phone | Email | LinkedIn profile

## EDUCATION

**University of Southern California, Rossier School of Education – Los Angeles, CA**  
Master of Science (M.S.), Marriage and Family Therapy

**Anticipated May 2024**

**University/College Name – City, State**  
Degree Name

**May 20XX**

## PROFESSIONAL EXPERIENCE

### Company – City, State

Marriage & Family Therapist Trainee, Intake Specialist

June 20XX - Present

- Provide adult, child, and couples therapy to clients with a variety of presenting problems including Post-Traumatic Stress Disorder, relational problems, General Anxiety Disorder, Bipolar Disorder, trauma, grief, Major Depressive Disorder, and Gender Dysphoria.
- Conduct intake, safety, and risk assessments, providing crisis management and appropriate referrals as necessary.
- Co-lead weekly parenting skills group, covering topics including Child & Adolescent Development, Behavioral Reinforcement, Child Abuse, Co-Parenting, Empathy, and Stress Management.
- Contact potential clients and perform initial screenings, providing information and referrals as necessary.
- Coordinate with social workers for DCFS-mandated clients and perform required duties as mandated reporter.
- Complete timely documentation of session content, interventions, and treatment planning for all clients.

### Company – City, State

Director of Development

February 20XX – May 20XX

- Oversaw creative feature and television development at all stages for entire company portfolio, leading and facilitating interdepartmental collaboration and conflict resolution between creative stakeholders.
- Ran individual and group meetings with creative talent and entertainment professionals to present and collaborate on new ideas and projects and offer counsel on other professional matters.

### Company – City, State

Executive Assistant to Executive Vice President

February 20XX – May 20XX

- Evaluated and executed on professional and personal requirements of high-level film studio leadership.
- Provided support in high-stress and fast-paced environment, including creative development, staffing, creative strategy, team development, and implementation of project and talent record-keeping systems.

### Company – City, State

Creative Artists Agency, Motion Picture Literary Department

February 20XX – May 20XX

- Served as point-of-contact and facilitated effective and sensitive communication between cross-functional team.
- Created extensive materials and organizational systems for supervisor and department.

### Company – City, State

Group Leader & Volunteer Tutor

February 20XX – May 20XX

- Led team of tutors in coordination with program leadership and Education Department to help inmates work towards academic and professional goals, including phonics, GED prep, resume writing, and professional skills.

## MEMBERSHIPS, TRAINING, & SPECIALTIES

**Memberships:** CAMFT (Pre-licensed), GPALA

**Training:** California Child Abuse Mandated Reporter Training (CDSS), TF-CBT (MUSC), Psychological First Aid (NCTSN), Assessment of Child Physical Abuse: Medical, Clinical, & Forensic Perspectives (NCTSN), EFT for Couples (CAMFT)

**Skills:** Treatment Planning, Note-Taking & Record-Keeping, Conflict Resolution, Mediation, Administration, Creative Strategy & Development, Project Management, Confidentiality, Written & Oral Communication

**Languages:** Conversational French (written/spoken), Limited Working Proficiency Italian (written/spoken)

**Technology:** Microsoft Office Suite, Apricot Client Solutions, Google Suite, FileMaker Pro, Adobe Acrobat