

WILL ALLPHIN

SUBSTANCE USE DISORDER PROGRAM AND PROJECT MANAGEMENT

OBJECTIVE

Director of Programs:
Opportunity to utilize the skills, knowledge and experience gained in several different industries.

SKILLS

I can perform detailed and difficult tasks with little supervision.
I am passionate about recovery.

EXPERIENCE

TRAINING AND ACTIVITIES COORDINATOR • FOUNDATION FOR RECOVERY•

01/21 - PRESENT

Duties including but not limited to the following: Statewide PRSS certification Training, CRAFT Facilitator Training Naloxone Training and training scheduling, Community Relations Liaison, Coordinate Organization Social activities.

DIRECTOR OF PROGRAMS • FOUNDATION FOR RECOVERY•

01/18 - PRESENT

Duties including but not limited to the following: Direct supervision of On and Off-Site Peer Center staff, Coordinate adherence to company policy, Coordinate existing and assist in creation of new peer center programs, Coordinate daily operation of Recovery Community Center operation, Statewide Outreach in rural and frontier areas of Nevada, Naloxone Training and training scheduling, Community Relations Liaison, Coordinate Organization Social Media ventures.
Grant and Organizational data collection and reporting.

MONITOR PATIENT AFTERCARE ADHERENCE THROUGH INTERFACE WITH OFF-SITE IOP PROVIDERS.

ASSISTANT PROGRAM COORDINATOR/MENS PROGRAM COORDINATOR • THERAPIA ADDICTION HEALING CENTER • 11/16 - 12/17

Duties including but not limited to the following: Direct supervision of line staff (12-15 employees), Coordinate adherence to company policy, Coordinate existing and assist in creation of



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new patient curriculum, Plan, prepare and present Early Recovery Skills Group on a weekly basis(8 week module), Collection, processing and recording of urine specimens, Patient court/legal liaison, Medical liaison (Coordinate with medical director to order, maintain and audit patient prescriptions facilitate medical visits). Collect and monitor incident report data. Coordinate, plan and monitor safety/medical drills.

Monitor patient aftercare adherence through interface with off-site IOP providers.

PROGRAM SUPERVISOR • THERAPIA ADICTION HEALING CENTER • 10/11 - 11/16

Direct patient supervision, Patient transport, Plan weekly sober fun activities, Plan/Present bi-weekly Psych Ed groups, Facilitate bi-weekly 12 step and curriculum presentation groups, Weekly prescription drug audits.

HOUSE MANAGER • ARG AT ZION PARK • 03/11 - 09/11

Direct patient supervision, Patient transport, Plan weekly sober fun activities, Plan/Present bi-weekly Psych Ed groups, Facilitate bi-weekly 12 step and curriculum presentation groups, Weekly prescription drug ordering and audits. Meal planning and prep.

HOUSE MANAGER • ARG AT ZION PARK • 03/11 - 09/11

Direct patient supervision, Patient transport, Plan weekly sober fun activities, Plan/Present bi-weekly Psych Ed groups, Facilitate bi-weekly 12 step and curriculum presentation groups, Weekly prescription drug ordering and audits. Meal planning and prep.



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ASSISTANT MANAGER • WESTATES THEATERS • 07/10 – 04/11

Movie theater management and employee supervision.

Other pertinent experience:

2007 - 2008 Young Living Essential Oils Lehi, Utah

QA Project Manager

Tracked action items for in all aspects of the Production, R&D, Marketing and Quality cycle.

Co-chaired weekly reporting meeting on action items with the management team.

Researched new and existing products to ensure FDA DSHEA compliance.

2004 - 2006 Pilkington Metal Finishing Salt Lake City, Utah

Lab Manager

Tank chemistry and metal analysis.

Physical Testing of Coatings.

Chemical inventory and ordering.

Environmental compliance.

1999 - 2004 Klune Industries Inc. Spanish Fork, Utah

Process Engineer

Process specialist focused on process improvement and safety.

Job planning for production job shop services of a plating facility.



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Customer interface in audit situations.

Inventory control, month-end and quarterly warehouse/shipping support, cycle counts and pick lists.

EDUCATION

**UTAH VALLEY UNIVERSITY – 1988 – 1992 TECHNICAL WRITING
HIGH SCHOOL DIPLOMA - 1984 - SPANISH FORK HIGH SCHOOL,
SPANISH FORK, UTAH**

DEGREE • DATE EARNED • SCHOOL

Life and work experience

VOLUNTEER EXPERIENCE OR LEADERSHIP

Church volunteer: Youth Sunday School Teacher

Scouting Volunteer: Scout Master/Merit Badge Advisor

2002 Olympic Volunteer: Deer Valley/PCMR event services.



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