

Michelle Charbonnier

2928 Grand Ave.

Granite City, IL 62040

618.979.3229

Michelle_charbonnier@yahoo.com

Professional Experience:

Addiction Counselor, Plan Your Recovery May 2019 - Present

- Facilitate process groups and family support groups
- One on one counseling for those with substance use, alcohol use, or gambling use disorder, or with loved ones with disorder
- Supervise peer specialist

Addiction Counselor, Clayton Behavioral, February 2018 – May 2019

- Facilitate educational and process groups for IOP
- One on one addiction counseling

Deputy Executive Director, Missouri Network for Opiate Reform & Recovery, September 2019 - Present

- Manage and oversee staff/peer specialists, employee schedules, assist in interviewing and hiring employees
- Monthly reports and data collection
- Create and maintain relationships with treatment providers and other resources for care
- Work with board of directors
- Assist in fundraising, grant writing, marketing
- Treatment referrals
- Ordering of supplies
- Maintaining policies and procedures manual
- Community wide educational presentations
- Community outreach
- Serve on various committees

Lead Female Peer & Director of Family Support, Missouri Network for Opiate Reform & Recovery, March 2017- September 2019

- Give presentations at schools about drug prevention and awareness.
- Facilitate family support and queer support groups.
- Work one on one with peers.
- Community outreach.

Marketing Coordinator, Charbonnier State Farm Agency, May 2016 – May 2019

Team Leader July 2010- May 2016

- Define and implement marketing strategy with emphasis on auto and life sales. Evaluate and analyze performance of such strategies. Adjust strategies as needed.
- Manage two full time sales people by helping them define their sales goals, motivating them, and analyzing their results.

- Sponsors the community via attending community events, fundraisers, and serving on board of directors.
- Manage all budgets for office marketing.
- Facilitates all sales software and programs for marketing.
- Collaborates with agent, as well as State Farm sales leaders, to review quantitative reports and develop improvement strategies.
- Assisted agent in redefining and reorganizing hiring policies and procedures. Evaluated and interviewed multiple new hires.

Marketing Coordinator, New Opportunities Inc., May 2015- May 2016

- Coordinated fundraisers, managed social media, and developed marketing strategies.

Sales Representative, Tee Time Lawn Care Inc., 2009

- Cold call sales.

Graduate Advisor, Campus Activities Board, SIUE, 2006-2008

- Supervised three committee chairs in their efforts to organize various campus events. Events include concerts, Welcome Week, and multicultural events.
- Handled budget for each committee in excess of \$100,000 with signature authority.
- Worked with a diverse group of students and faculty.
- Aided in performing interviews for students and full time employees.
- Developed and facilitated team building activities aimed at motivating members, identifying goals, and building morale.
- Negotiate contracts between university and artists/agents.
- Coordinate and supervise volunteers for campus wide events.
- Design promotional items for various events.

Marketing Intern, Jaros Technologies Corp., 2008

- Developed and implemented marketing strategy to grow the company.
- Identified the best potential customers on the purchased list and contacted customers to schedule sales meetings.
- Designed booths, marketing material and promotions, and registrations for trade shows.

Education:

Southern Illinois University Edwardsville

Bachelor of Science – Business Administration

Emphasis – Management and Entrepreneurship, 2005

Certifications & Training:

TI-RYT 200 4/2021

CGDC 5/2021

CPS Supervisor 6/2020

C-CMHC 8/2020

Seeking Safety 8/2019

RYT-200 6/2019

QPR 6/2019

CRADC 5/2019

MAADC II 09/2018

SMART Recovery 8/2018

MAADC I 12/2017

CPS 07/2017

Mental Health 1st aid 7/2017

Associations:

Board of Directors, Missouri Network for Opiate Reform & Recovery, 2017-2018

Metro Community Church, 2015 – 2017

- Leader in recovery ministry
 - o Assisting in developing new small groups for people affected by addiction.
 - o Lead several small groups on different books.
- Small group leader
 - o Facilitate small group bible study.

Board of Directors, New Opportunities Inc., July 2013 – May 2015, July 2006 – July 2009

- Served as secretary and maintained accurate minutes for board meetings.
- Assisted in planning annual trivia night and first annual mouse race fundraisers.
- Served as vice president, led board meetings when the president was unavailable.

Campus Activities Board, SIUE, Concert Chair, 2004-2005

- Established and managed committee. Delegated responsibilities to the committee.
- Developed, implemented, promoted, and evaluated campus wide events including the purchase of St. Louis concert tickets, concerts under \$2000, and one large scale concert in excess of \$100,000.
- Handled budget.

Alpha Sigma Tau Sorority, 2000-2006

- Social chair – organized social mixers with other organizations including group trips to sporting events. Coordinated formal dinners and dances. Designed and purchased shirts and other various promotional items. Handled budget.
- Treasurer – Monitored and managed sorority money and banking accounts. Produced and presented weekly financial reports to chapter members and quarterly reports to national headquarters.
- Trivia night chair – Coordinated and managed the first annual trivia night and silent auction fundraiser.
- Alumni liaison – Developed, edited, and published an annual alumni newsletter. Coordinated alumni picnic and other socials between alumni and active members.
- Advisor to new member educator – Assisted new member educator in developing new member program, conducting meetings, and handling events for new members.

