

Jane Doe
1616 Happy Street
(000) 000-0000
happy@yahoo.com

Social Security Number:	000-00-0000
Citizenship:	United States
Federal Status:	N/A
Veteran Status:	N/A

OBJECTIVE:

Vacancy Announcement No.:
Position:

KEYWORDS:

Advocacy, Case Management, Clinical Assessment, Intake, Research, Computer Technology, Organize, Facilitate, Plan, Coordinate Community Events, Evaluate, Develop

SUMMARY:

- **Case Management:** Managed a caseload of up to 20 homeless men or women. Advocated for client needs, networked for client resources, maintained documentation.
 - **Research:** Skilled in using Internet, newspaper, legislative resources.
 - **Project Coordination:** Experience in gathering information, managing details, initializing and completing project and follow-up.
 - **Writing:** Competent in writing reports, correspondences, and research papers.
 - **Computer Skills:** Microsoft Word, PowerPoint, Publisher, Internet; Keyboard 50 wpm
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EDUCATION:

The University of South Carolina, Columbia, SC 29208 May 2006
Master of Social Work; GPA: 3.75

Kennesaw State University, Kennesaw, GA 30144 December 2003
Bachelor of Science, Human Services; GPA: 3.3

Armstrong Atlantic State University, Savannah, GA 31419
Credit hours achieved: 70 hours, Biology undergraduate Fall 1995-Spring 1998

Savannah Christian Preparatory School, Savannah, GA 31402
High School Diploma May 1995

RELATED COUSES:

- Social Planning
- Psychopathology
- Interviewing Skills
- Administrative Skills
- Ethics
- Community Social Work
- Crisis Intervention
- Child Welfare
- Managing the Psychosocial Effects of Disaster Management

RELATED EXPERIENCE:

Social Work Intern, unpaid, 16-20 hours per week

South Carolina Department of Mental Health

2414 Bull Street, Columbia, SC 29202

August 2005-May 2006

Supervisor, Beth Freeman, (000) 000-0000, May contact

The School-Based Services program includes partnerships with local schools, parents, school staff, community organizations, businesses and city/county governments in order to implement mental health professionals into the school system. The focus of this program is to identify and intervene at early points in emotional disturbances and assist parents, teachers and counselors in developing comprehensive strategies in resolving these disturbances. The goal, based on a best-practice model, is to have one mental health practitioner in every school in South Carolina.

Accomplishments:

- Assisted supervisor with goal oriented activities and assigned tasks.
- Conducted research on school-based services issues, including: best-practice models, mental health illnesses, school violence, personality disorders, and statistical information.
- Developed and published the bi-quarterly newsletter for the Children's Division of the State Office.
- Assisted grant program director on juvenile justice activities focusing on prevention tactics for at-risk youth.
- Redesigned the school-based services website for intranet and internet use.
- Reviewed and updated a resource guide for professionals and consumers.
- Collected data and performed analysis to determine the effectiveness of school-based services based on student and parent responses.
- Participated in staff meetings, in-services, and outside training events.

Social Work Intern, unpaid, 16 hours per week

Kershaw Community Health Education Center

212 E. Marion Street, Kershaw, SC 29067
August 2004-May 2005
Supervisor, David Kellin, (000) 000-0000, May contact

The Kershaw Community Health Education Center is located in a rural community faced with limited resources. Through the education center residents receive information on health related concerns through diabetes education support groups, a medications assistance program, an elementary school anti-smoking program, an Alzheimer's caregiver education program, caregiver support groups, and health education activities at health fairs.

Accomplishments:

- Provided medication assistance to over 250 consumers in a rural community with limited resources.
- Taught nutrition education classes to individuals with health threatening concerns per doctor's request in an effort to change eating habits leading to weight loss.
- Organized the Care Givers Support Group consisting of approximately 17 members that serve as primary care givers to disabled or invalid family members and arranged meetings and social activities.
- Conducted individual counseling with a caseload of five, including children and adults dealing with biopsychosocial issues.
- Coordinated the annual Pumpkin Patch Festival and various workshops focusing on the needs of the community such as heart disease and diabetes.
- Participated in monthly staff meetings and interdisciplinary meetings with doctors.

Student Intern, unpaid, 16 hours per week
Georgia Department of Family and Children Services
325 S. Fairground Street, Marietta, GA 30060
August 2003-December 2003
Supervisor, Jason Airman, (000) 000-0000, May contact

The Division of Family and Children Services investigates child abuse, finds foster homes for abused and neglected children and provides support services and innovative programs to help troubled families. The Cobb County Department of Family and Children Services seeks to assist at-risk children, adults, and families in achieving maximum levels of stability, health, safety, self-sufficiency, and well-being by providing access to resources to improve the quality of life for Cobb County residents.

Accomplishments:

- Attended court hearings for custody rights involving children under DFCS custody.
- Participated in Citizen Panel Reviews that were established to monitor progress of a non-custodial parent trying to regain custody of a child.
- Observed case workers establishing case plans for children and families involved with DFCS.

- Located placement for foster children needing emergency shelter.
- Participated in staff meetings and training events.

Student Intern, unpaid, 16 hours per week
 Georgia Department of Juvenile Justice
 6458 Spring Street, Suite 200, Douglasville, GA 30134
 January 2003-May 2003
 Supervisor, Tim Suddreth, (000)000-0000, May contact

The fundamental purpose of the Department of Juvenile Justice is to serve and protect the citizens of Georgia. DJJ accomplishes this duty by holding youth accountable for their actions and by providing the necessary services to improve their life skills.

Accomplishments:

- Performed intake on youth entering the juvenile justice system.
- Reviewed probation guidelines with youth and explained these guidelines to youth entering detention centers.
- Administered drug screens to youth under probation.
- Shadowed case worker on home and school visits to monitor adolescents.

ADDITIONAL EXPERIENCE:

Graduate Assistant, paid (\$2,000/year), 8 hours per week
 University of South Carolina, College of Social Work
 Columbia, SC 29208
 August 2005-May 2006
 Supervisor, Dr. David Pooler, Associate Professor, (000) 000-0000, May contact

- Conducted research on social work-related issues.

Graduate Assistant, paid (\$3,899/year), 8 hours per week
 Kershaw Community Health Education Center
 212 E. Marion Street, Kershaw, SC 29067
 August 2004-May 2005
 Supervisor, David Kellin, (000) 000-0000, May contact

- Managed the medication assistance program including the ordering, logging, and follow up of medication for clients.

Case Management Technician, educational reward (\$4,725), 30 hours per week
 AmeriCorps program at J.C. Lewis Health Center
 120 Fahm Street Savannah, GA 31401
 September 2001-October 2002
 Supervisor, Kelly McDaniel, (000) 000-0000, May contact

The J.C. Lewis Health Center, the health services division through Union Mission of

Savannah, is a collaborative effort with Memorial Health University Medical Center, the Chatham County Health Department, the Georgia Department of Community Health, and the Georgia Department of Community Affairs. It is a 32-bed respite care facility providing inpatient care for homeless and at-risk people discharged from area hospitals, or those identified as being too ill to reside in a homeless shelter.

Accomplishments:

- Supervised case load of up to 20 homeless men and women in need of medical treatment.
- Assisted clients needing referrals, linkages and advocacy to resources in the community.
- Maintained daily and monthly reports by keeping written documentation and entering information into a database.
- Participated in multidisciplinary treatment planning with nurses, social workers and doctors to present the current needs of the clients.

Server, paid (\$2.13/hour), 15 hours per week

Chili's

280 Q. Harbison, Columbia, SC 29212

August 2004-May 2006

Supervisor Brandon Hamm, (000) 000-0000, May contact

- Demonstrated time management and conflict resolution skills.
- Provided quality customer service and sales to guests.

ACTIVITIES:

Volunteer, American Red Cross, Columbia, SC

- Assisted in the Shepard program as part of the Hurricane Katrina response.

Volunteer, Union Mission, Savannah, GA

- Helped with front desk duties that included greeting, answering phone and distributing information.
- Participated in Thanksgiving and Christmas food drives and toy donation activities.

Volunteer, Hospice of Savannah, Savannah, GA

- Supported nurses with patient assistance.
- Provided companionship to patients.

Volunteer, Savannah Runaway Home, Savannah, GA

- Acted as a mentor to the youth at the emergency shelter.
 - Assisted youth with homework.
 - Monitored youth during stay at the shelter.
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CERTIFICATIONS/TRAINING:

Certificate of Completion Psychosocial Response for All Hazards Response
Department of Mental Health, Department of Health and Environmental Control,
Department of Alcohol and Other Drug Abuse Services, USC Arnold Palmer School of
Public Health, May 2006

Certificate of Completion National Incident Management System an Introduction
FEMA, February 2006

Certificate of Completion for Intro to Multimedia
Kennesaw State University Technology Department, June 2003

Adult Vision Screening Certification
Prevent Blindness America, 2002-2005