

# SAMPLE STUDENT

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## OBJECTIVE

To obtain an entry-level position as a *Special Services Coordinator* for the *Department of Mental Health*.

## EDUCATION

University of South Carolina, Columbia, SC

### **Bachelor of Arts in Sociology,**

May 2010

- Minor: Psychology
- Overall GPA: 3.2
- Dean's List (6 semesters)

## RELEVANT COURSEWORK

Juvenile Delinquency  
Information Technology and the Human Services  
Legal Aspects of Social Welfare

Children and Family Services  
Social Welfare Policy  
Diversity in the Workplace

## EXPERIENCE

**Boys and Girls Club of the Midlands,** Columbia, SC

August 2008 - Present

### *Teen Counselor*

- Plan activity programming and supervise 20+ preteens.
- Help children with homework and provide volunteer tutoring to students in a variety of subjects to include English and Math.
- Organize educational programs such as "Passport to Manhood™" and "CareerLaunch™".

**YMCA,** Columbia, South Carolina

Summers, 2007, 2008

### *Childcare Coordinator*

- Supported the childcare function for families in need of daycare assistance.
- Identified caretakers and matched them with families.
- Successfully coordinated over 75 placements for the summer program.

## VOLUNTER WORK

**Three Rivers Behavioral Health,** Columbia, SC

### *Volunteer*

- Shadowed KEYS (Knowledge and Excellence for Your Success) Counselor during outpatient sessions.
- Gained a better understanding of working with troubled teens in a mental health facility setting.

## COMPUTER SKILLS

- MS Word, MS Excel, MS Access, MS PowerPoint, MS Publisher

## ACTIVITIES

- Omega Psi Phi Fraternity, Member
- Active Minds, Member