

Jane Doe

200 West Broadway • Louisville, KY 40202 • 502-213-2222 • jane.doe@louisville.edu

OBJECTIVE

Seeking a Social Worker internship that uses my educational background, interpersonal relations, and problem solving skills.

EDUCATION

University of Louisville

Bachelor in Social Work, GPA: 3.6

Louisville, KY

5/2017

Jefferson Community and Technical College

Associate of Arts

Louisville, KY

12/2015

SUMMARY OF SKILLS

- Experienced in establishing goals, interventions, and progress reports for clients.
- Ability and experience in implementing behavior management plans.
- Knowledge of mental health systems and effective in balancing professionalism with sincere empathy.
- Adept in establishing rapport with clients, colleagues, and families to support achievement of goals.
- Able to effectively assess clients' needs, problem solve and accurately document services and care plans.
- Excellent listening and communication skills and thorough knowledge of various counseling techniques.
- Responds well to working in a high pressure environment.
- Proficient in using Microsoft Office and easily learns client tracking database software.

RELATED PROFESSIONAL EXPERIENCE

The Center for Women and Families

Crisis Intervention Advocate Volunteer

Louisville, KY

11/2015-Present

- Provide crisis intervention, safety planning, counseling, advocacy, information and referrals, and other supportive services to clients.
- Answer/screen/document and appropriately direct incoming calls; practice content expertise on community information and referrals.
- Coordinate advocate response to hospital runs and complete associated paperwork and statistics as appropriate.
- Support walk-in clients as appropriate.

Maryhurst

Youth Counselor

Louisville, KY

10/2015 to 7/2016

- Provided a therapeutic atmosphere within the dormitory setting.
- Monitored and interacted with children during meals, while they did their chores and homework, during free time and at bedtime providing a consistent and warm environment.
- Dispensed medications as necessary, kept accurate documentation, and attended weekly/monthly staff meetings.

WORK EXPERIENCE

UPS

Package Handler

Louisville, KY

1/2016 to Present

HONORS AND ACTIVITIES

- **Kent School Student Association**, Member, 2016-Present
- **Chi Omega**, Community Service Chair, 2016-Present
- **Dean's List Recipient**, Spring 2016
- **JCTC Academic Team**, Member, 2014-2015