

# John Doe

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## OBJECTIVE:

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

## EDUCATION:

**University of Louisville**  
Bachelor of Social Work

Louisville, KY  
Currently Attending

**Jefferson Community and Technical College**  
Associate of Arts (GPA- 3.75)

Louisville, KY  
05/2023

## SKILLS & ABILITIES:

- 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**

Louisville, KY

*Crisis Intervention Advocate Volunteer*

03/2022 - Present

- Provide crisis intervention, safety planning, counseling, advocacy, information and referrals, and other supportive services to clients with aid from professional staff.
- 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.

**Maryhurst**

Louisville, KY

*Youth Counselor*

01/2020 - 03/2022

- 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.

## ADDITIONAL WORK EXPERIENCE:

**UPS**

Louisville, KY

*Package Handler*

08/2021 - Present

- Organize packages into cannisters pay close attention to detail, confirm all materials are moved into respective locations and are moved to the next step in the transportation process.
- Promote and adhere to organizational safety protocols, including local, state, and federal policies.

## COMMUNITY ENGAGEMENT & ACCOMPLISHMENTS:

- **University of Louisville- Kent School Student Association, Member** 2023
- **Metropolitan College, Participant** 08/2021 - Present