

NAME (Sample resume - Social Work major)

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OBJECTIVE To obtain a position as a social worker, with specific interest in assisting elderly clients in nursing homes and extended care facilities.

EDUCATION **Nazareth College of Rochester**
B.S. in Social Work
May 2013 GPA: 3.6
Dean's List, three semesters
Florence B. Sweeney Scholarship

FIELD EXPERIENCE **St. Ann's of Greater Rochester, Rochester, NY (Spring 2012)**
Social Work Intern (400 hour placement)

- Conducted home visits to assist with all facets of health care and daily living issues for elderly clients with a wide range of physical and mental concerns.
- Evaluated clients and their family dynamics in home environments; completed psycho-social assessments and mental status exams.
- Developed trusting and empathic relationships with clients, demonstrating understanding of concerns and ability to intervene appropriately.
- Effectively collaborated with multidisciplinary team, presenting professional demeanor and excellent communication skills.
- Accurately developed and maintained written documentation, including progress notes, rehabilitation treatment plans, and referrals to community agencies.
- Demonstrated comprehensive knowledge of Medicaid, Medicare, and other entitlements to ensure appropriate services.

Monroe County Children's Center (MCCC), Rochester, NY (Fall 2011)

Provided intake for children, ages 10-16, who had been arrested or remanded by the courts. Participated in psychiatric rounds, briefing psychiatrists about clients and consulting after treatment to determine plan of action. Contributed to case management including identifying pertinent information for upcoming court dates and communicating with appropriate service agencies and legal counsel.

Catholic Family Center (CFC), Rochester, NY (Spring 2011)

Elder Services - Managed caseload of two community-based clients. Conducted weekly home visits, arranged for services, and provided supportive counseling. Maintained client charts including progress notes. Attended staff meetings and shadowed professionals in other CFC programs.

RELATED EXPERIENCE **Private Home Care, Rochester, NY (8/09-5/12)**
Tutor/Aide - Provided assistance for 14 year old girl with learning and physical disabilities. Re-taught homework lessons, helped with organizational skills, and assisted with activities of daily living. Communicated frequently with parents and teachers to ensure consistency of instruction.

CONTINUING EDUCATION *HIV Test Counselor Training (5/12)*
Completed through Monroe County Medical Association

COMPUTER SKILLS **PC and Macintosh**
Microsoft Word, Excel, Internet applications, E-mail

COMMUNITY SERVICE **Compeer, Rochester, NY (8/09-Present)**
Volunteer companion for geriatric patients at Rochester Psychiatric Center