

# Resume Sample (Social Work)

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## Im A. Spartan

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**OBJECTIVE:** Seeking Case Manager-Youth on Probation position with XXX agency

### EDUCATION

**B.A., Social Work; Minor in Justice Studies**

May 20XX

San Jose State University, San Jose, CA, GPA 4.0

**Related Coursework:** Generalist Social Work Practice, Human Behavior in Social Environment, Social Welfare Institutions & Policies, Penal Politics & Institutions

### SKILLS AND CERTIFICATIONS

**Languages:** Fluent in English and Spanish

**Computer:** Microsoft Office Suite, G Suite, Electronic Health Record Documentation

**Certification:** SJSU Mental Health First Aid Certified, San Jose State University

March 20XX

### PROJECT EXPERIENCE

**Destigmatizing Mental Health Issue, SJSU**

Spring 20XX

- Led a team of 5 in organizing a campaign event on campus to fight stigma on mental health
- Collaborated with SJSU Wellness and Health promotion staff to organize a mental health panel event and video presentation to promote on-campus resources
- Received recognition from professor for a well-executed event that was featured in the Spartan Daily

**Encouraging Youth to Engage in Prosocial Behaviors, SJSU**

Fall 20XX

- Wrote a 10-page paper on the impact of lack of family involvement and negative peer influence on youth aged 13-17 lack of engagement in prosocial behaviors
- Provided recommendations on how to connect youth to mentorship programs that promote engagement in prosocial behaviors
- Presented findings to a class of 50 and received an "A"

### EXPERIENCE

**Case Manager Intern, XYZ agency, San Jose, CA**

August 20XX - Present

- Co-facilitate presentation with Licensed Clinical Social Worker to youth aged 13-17 on substance abuse and anger management
- Educate monolingual Spanish speaking parents and family members on services and resources available to youth
- Conduct one on one rehabilitation services to assist youth in learning and implementing new skills to improve mental health
- Document encounters with individuals and groups served using agency electronic health record system

**Call Center Volunteer, ABC Resource Center, San Jose, CA**

November 20XX - May 20XX

- Provided exemplary customer service to approximately 25 callers daily
- Identified needs of callers and directed them to appropriate resources
- Conducted phone surveys and follow up check-in with an average of 5 clients a day

### ACTIVITIES

**Events Coordinator, SJSU Undergraduate Social Worker Association**

August 20XX - Present

**Patient Navigation Volunteer, LMN agency**

June 20XX - January 20XX