

JANE S. DOE, MSW

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SUMMARY OF QUALIFICATIONS

Recent Master of Social Work graduate with a Bachelor of Health Science. Over 10 years of progressive leadership experience in the non-profit sector. Energetic and motivating team player with excellent time management skills that have successfully facilitated education programs for early childhood as well as healthy aging for gerontology populations.

KEY STRENGTHS

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|------------------------------|--------------------|---------------------------|
| ➤ Program Coordinating | ➤ Case Management | ➤ Child /Adult Assessment |
| ➤ Group Interventions | ➤ Health Education | ➤ Staff Supervision |
| ➤ Individual Treatment Plans | ➤ Behavior Change | ➤ Community Advocacy |

PROFESSIONAL EXPERIENCE

Hartford Family Services, Sunville, IL

May 2018 – Present

Assistant Director (August 2020 – Present)

- Ensure that state standards and policies are met through the implementation of area service plans
- Maintain accurate records and ensure timely and accurate reporting of data to federal and state authorities
- Regularly monitor program services through monitoring curriculum and assessment databases
- Conduct annual program evaluation; create action plan to identify and resolve issues and discrepancies
- Develop beneficial relationships with community and business organizations to increase awareness and support
- Hire and supervise staff of 12; plan and implement in-service training for staff development and team building

Program Assistant (May 2018 – August 2020)

- Co-developed “Stars and Sunbeams” anti-bullying curriculum for children ages 4-10 years
- Assisted with planning and directing child care, preschool, and after-school programs
- Maintained positive student relations and followed disciplinary procedures
- Ensured that children had a safe, clean, and orderly classroom environment
- Notified appropriate leadership of any problems with regard to site maintenance, children, or parents
- Promoted and enforced safety procedures; CPR certified

Evanville Senior Living, Spring Town, IL

May 2016 – May 2018

Activities Coordinator

- Conducted quarterly resident surveys, evaluated current activities, and suggested new ones
- Prepared a schedule of activities one month in advance of its implementation and amended it to reflect changes
- Worked closely with Program Director and Activity Assistants to coordinate programs
- Participated in the care planning of residents by communicating observations at Service Plan meetings
- Maintained a record of resident’s activities
- Coordinated the transportation of residents to and from events outside of the residence

EDUCATION

Governors State University, University Park, IL

Graduated May 2017

Master of Social Work Degree, GPA 3.8/4.0

Illinois State University, Normal, IL

Graduated May 2014

Bachelor of Health Science, Community Health Education