

[Sample: *Social Work – MSW – Extensive Experience*]

SANDRA JONES
Sandra@yahoo.com

1637 West 165th
Mapletown, Illinois 60123

(H) 708.333.3347
(C) 708.408.1367

SUMMARY of QUALIFICATIONS

- Over 15 years of experience in social service working with children and families
- Experience with case management, and DCFS guidelines and protocol
- Proficient in Microsoft Word, Excel, and Power Point
- Excellent interpersonal communication skills for team building and family interventions

PROFESSIONAL EXPERIENCE

Aunt Martha's Youth Service Center, Chicago, Illinois
August 2018 – Present

Case Manager

- Supervise visits with children and families to promote unification.
- Screen and assess clients to provide mental and physical status.
- Handle incident reports to document and monitor occurrences related to clients.
- Manage discharge files to ensure proper clearance.

Children's Reception Center, Chicago, Illinois
September 2016 – May 2018

Social Worker

- Compiled, organized, and retrieved data relevant to children's files meeting DCFS guidelines.
- Transported clients to court hearings, appointments, and visits to instill responsibility.
- Collaborated with administration, and outside agencies to facilitate comprehensive services.
- Developed action plans to meet the specific goals of the individual.
- Promoted autonomy through activities to enrich the lives of participants.

Youth Outreach Services, Chicago, Illinois
March 2012 – August 2015

Site Manager/Prevention Specialist

- Coordinated after-school math and reading programs for teachers and nearly 50 students.
- Conducted parent and student meetings to encourage participation.
- Organized fundraisers for community events to raise monies for special projects.
- Encouraged volunteerism to increase in-kind contributions.

EDUCATION

Governors State University (GSU) University Park, Illinois
Master of Social Work, Anticipated June 2024
GPA 3.8 / Dean's List

Chicago State University, Chicago, Illinois
Bachelor of Social Work, June 2011

PROFESSIONAL AFFILIATIONS

Member, Social Work Student Organization, GSU, 2023 – Present
Member, Phi Alpha Honor Society, GSU, 2023 – Present
Member, National Association for Social Workers, 2024 – Present