

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

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### **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 2012 – 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 client.
- Manage discharge files to ensure proper clearance.

Children's Reception Center, Chicago, Illinois  
September 2000 – May 2012

#### **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 1999 – August 2000

#### **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 fund raisers for community events to raise monies for special projects.
- Encouraged volunteerism to increase in-kind contributions.

### **EDUCATION**

Governors State University, University Park, Illinois  
**Master of Social Work, Anticipated June 2014**  
**GPA 3.8 / Dean's List**

Chicago State University, Chicago, Illinois  
**Bachelor of Social Work, June 1999**

### **PROFESSIONAL AFFILIATIONS**

Member, Social Work Student Organization, Governors State University, 2012 – Present  
Member, Phi Alpha Honor Society, Governors State University, 2012 – Present  
Member, National Association for Social Workers, 2001 – Present