[Sample: *Format –* *Skills-Highlight*]

# 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.

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|  | **KEY STRENGTHS** |  |
| * Program Coordinating * Group Interventions * Individual Treatment Plans | * Case Management * Health Education * Behavior Change | * Child /Adult Assessment * Staff Supervision * 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