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

Sandra JoNES

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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 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