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# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

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Dedicated professional seeking to obtain a position that allows the use of case management and social worker skills to achieve program goals and objectives in social services.

## SKILLS

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- Calm under pressure
- Cooperative
- Reliable
- Organized
- Culturally-sensitive
- Sexual assault victim counseling
- Analytical thinker
- Compassionate
- Conflict resolution techniques

## WORK HISTORY

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**Sexual Assault Victim Advocate**, 11/2014 - Current

**Boys & Girls Club Of The Tennessee Valley** – Lenoir City, TN

- Accompany victims seeking medical attention and court hearings.
- Provide follow up services to victims.
- Advocate for clients through criminal justice procedures.
- Coordinate sexual assault awareness activities.
- Provide educations to colleges, groups, and schools.
- Sexual assault response team.

**Social Work- Intern**, 11/2014 - Current

**Premier Senior Living Group** – New Bern, NC

- Use interviewing skills to assess clients in determining program eligibility.
- Compile information for order of protection. Collect social and personal information.
- Follow confidentiality procedures.
- Empathize with clients throughout program involvement.
- Assist clients on 24 hour domestic violence and sexual assault crisis call.

**Family Teacher**, 08/2013 - 10/2014

**Hope Center For Children** – City, STATE

- Consult with school personnel to determine student needs.
- Coordinate social service activities with resource providers.
- Recognize physical or emotional abuse.
- Use the teaching-family model for behavior modification.
- Encourage group participation during family conference.

**Case Manager**, 07/2012 - 08/2013

**Cherokee Children's Home** – City, STATE

- Direct and coordinate activities of 10 direct care staff members.
- Prepare monthly reports for Department of Social Service caseworkers.
- Recognize physical or emotional abuse.
- Record client's personal data.
- Manage detailed case records for clients.

## EDUCATION

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**Bachelors of Social Work**: December 12, 2014

**Limestone College** - Gaffney, SC

## ADDITIONAL INFORMATION

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### Volunteer Work

**Fostering Great Ideas; Spartanburg, SC** 2014-Present

- Provide life skills coaching to children in foster care

**NewSpring Church; Spartanburg, SC** 2014-Present

- Kidpsring- teaching kindergarten and first grade children about Jesus on their level
- Fuse Group Leader- walk with middle school girls to meet Jesus

**Big Brother Big Sister; Spartanburg, SC** 2013-Present

- Provide life mentoring to young children

**Guardian Ad Litem; Gaffney, SC** 2013-Present

- Conduct parent conferences
- Consult with parents and school personnel to determine student needs
- Maintain cooperative working relationships with community service
- Match clients to community resources
- Prepare monthly and court reports
- Understand legal terminology and procedures for family court
- Use parenting intervention procedures for the safety of abused children