

# Jessica

📍 Montgomery Street, San Francisco, CA 94105    📞 (555) 432-1000    ✉️ resumesample@example.com

CAREER FOCUS	Compassionate social services professional seeking to obtain the Life Skills Specialist position. Dedicated to providing effective and supportive care while simultaneously furthering both personal and professional development. Active listener committed to working tirelessly with clients to resolve issues and thrive on their own terms.		
QUALIFICATIONS	<div><div><ul style="list-style-type: none"><li>• Excellent interpersonal skills</li><li>• Natural leader</li><li>• Strong communicator</li><li>• Experience with homeless and at- risk LGBTQ population</li></ul></div><div><ul style="list-style-type: none"><li>• CPR Certified</li><li>• Proficient use of Microsoft Word, Microsoft Excel</li><li>• Familiar with most web browsers Chrome, Safari, Firefox ect.</li></ul></div></div>		
PROFESSIONAL VALUE OFFERED	<ul style="list-style-type: none"><li>• Developed a weekly YCH Poetry group for EOB/DMH clients. Providing a constructive outlet for them to express themselves in a supportive environment.</li><li>• Since being added to the company van insurance, I have taken initiative to expose the youth to enriching experiences and assist with building a well- rounded lifestyle. Engaging as more active members in our community.</li></ul>		
EXPERIENCE	YOUTH ADVOCATE	01/2016 to CURRENT	
	Salvation Army Usa   Trenton, MI	<ul style="list-style-type: none"><li>• Assist clients on how to deal effectively with personal interpersonal issues.</li><li>• Supervise and coordinate clients in participation and upkeep of shelter.</li><li>• Facilitate nightly groups and engage with clients building a healthy relationship.</li></ul>	
	SALES SPECIALIST	07/2015 to 10/2015	
	Benchmark Senior Living   Billerica, MA	<ul style="list-style-type: none"><li>• Facilitated home decor consultations with customers specialty window and floor installations.</li><li>• Scheduled installation appointments, provided customer service and processed orders.</li></ul>	
	VIDEO PRODUCTION ASSISTANT	09/2014 to 11/2015	
	Dartmouth College   Hanover, NH	<ul style="list-style-type: none"><li>• Collaborated with fellow crew on productions of CSUN intercollegiate athletic games. Operated graphics, switchboard and camera ect.</li><li>• Served as Production Lead for Women's Volleyball; created promo videos and web content.</li></ul>	
	CONFERENCE ASSISTANT	04/2014 to 07/2014	
	Badger Meter Inc   Alabama, NY	<ul style="list-style-type: none"><li>• Managed international conference groups of 200 guests; Established correspondence with international conference group leaders and thorough prep work prior to arrival.</li><li>• Responsible for checking in and out groups, confirming reservations and keeping up to date client data as well as day to day front desk operations in the office.</li></ul>	
	CUSTOMER SERVICE REPRESENTATIVE	08/2012 to 05/2013	
	Peachtree Inn   City, STATE	<ul style="list-style-type: none"><li>• Screened applicants for apartment rentals; preformed background checks. Processed payments and scan documents.</li><li>• Worked in a high stress environment and provided service to substance abused, mentally ill clients.</li><li>• Led tours, oversaw facility operations and managed 400 residents.</li></ul>	
EDUCATION	Bachelor of Arts   Cinema Television Arts	2015	
	California State University Northridge, Northridge, CA		
	Humanities and Fine Art	2012	
	Grossmont Community College, El Cajon, CA		