



## CHELSEA T COBB

FAMILY ADVOCATE

### CONTACTS

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### CAREER OBJECTIVE

To obtain a Family Advocate position in an organization where I can use my skills to benefit and enrich my knowledge, gain more responsibilities and experiences.

### EDUCATION

Bachelor's Degree in Social Work, 2012  
Elmira College, Elmira, NY

### EXPERTISE

Payroll Reporting



Account Management



Client Acquisition



### PROFESSIONAL SKILLS

- Wide experience in working in a preschool setting and working with families.
- Familiar with accurate records and statistical reports.
- Sound knowledge of local community resources related to the needs of young children.
- Outstanding knowledge of community-based organizations.
- Deep knowledge of working with Native American Families and knowledge of Indian Child Welfare.
- Exceptional knowledge of working in a social service agency.
- Proficient in Microsoft Word, Excel, PowerPoint and be familiar with email and Internet.
- Proficient in Microsoft applications with the ability to effectively complete logs, data entry, reports, and other departmental record keeping.