

JESSICA CLAIRE

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Professional Summary

Mature, competent, motivated, confident and versatile with the ability to work within diverse settings. I am a demonstrated achiever, committed to learning and research. I am skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively. I am fully committed to ethically handling sensitive and confidential records. I also have a history of workplace longevity and loyalty. Experienced [Job Title] with over [Number] years of experience in [Industry]. Excellent reputation for resolving problems and improving customer satisfaction.

Accomplishments

TRAINING ATTENDED

May 2017, High Fidelity Wraparound Training

July 2016, Victim Services Training, State of Wyoming Attorney Generals Office

VOLUNTEER WORK

May 2012-November 2012, Bethel Ministries. After assessment, I assisted newly released inmates with community referrals for basic needs, including counseling and housing. Also distributed funds in emergency situations. also did administrative duties such as standardized call logs and procedures, establishing

Skills

- Sexual Assault Victim Counseling
- Crisis Situations
- Call
- Compassionate Care
- Emotional Support
- Clients Rights
- Public Outreach
- Child Abuse and Neglect Identification
- Referral Management
- Support Advocacy
- Critical Thinking
- Staff Meetings
- Victim Services
- Victim Advocacy
- Confidential Case Documentation
- Legal Standards
- Status Reports
- Mental Health Support
- Client Needs Assessment
- Active Learning
- Client Advocacy
- Case Planning and Management
- Group Session
- Client Service
- Case Service Plans
- Creative Solutions
- Service Referrals
- Training Courses
- Out of Hours Calls
- Effective Prioritization Skills
- Effective Listening
- Maintaining Strict Confidentiality
- Client Screening

Work History

Domestic Violence/Sexual Assault Victim Advocate, 11/2015 to 03/2017

Safehouse Services – City, STATE

- Supported victims, family members and witnesses through law enforcement, healthcare, and social services.
- Constructed referral list of agencies and community resources for victims' to provide aftercare services.
- Provided comprehensive assessment, goal setting, and service plans.
- Attended interagency meetings and networked to create community partnerships.
- Developed safety plans to meet victims' assessment of need.
- Collected statistical data and updated documentation to maintain client records.
- Established treatment plans with short- and long-term goals.
- Coordinated individual and group counseling to meet victim service standards.
- Assisted clients with gaining insights, establishing clear goals and planning strategies to reach personal targets.
- Collected information about individuals or clients using interviews, observational techniques and other assessment methods.
- Counseled individuals, groups or families to help understand problems, deal with crisis situations and develop realistic action plans.
- Wrote reports on clients and maintained required paperwork.
- Referred clients to other specialists, institutions or support services as necessary.
- Helped clients obtain outside specialist services by coordinating referrals and advising on options.
- Offered specific advice to help clients work through educational or occupational issues.
- Leverages excellent oral and written communication skills to interact professionally with staff and clients.

DayHab Specialist, 06/2013 to 11/2015

Trinity Care Services – City, STATE

- Documented habilitation services in [System] and with paper notes.
- Offered input into development and implementation of new action plans for each person supported.
- Assisted clients with daily living needs to maintain self-esteem and general wellness.
- Monitored safety and welfare of people supported and took corrective actions or notified supervisor of concerns.
- Transported people supported to appointments and community outings.
- Assisted with daily living activities, running errands and household chores.
- Provided compassionate and patient-focused care to cultivate well-being.
- Transported clients to and from medical appointments with safety and efficiency.
- Monitored clients' overall health and well-being and noted significant changes.

Bachelor of Social Work Internship , 09/2010 to 05/2011

Department Of Family Services, State Of Wyoming – City, STATE

- Offered community resource guidance to clients to meet family needs for assistance.
- Performed client screenings and accurately recorded data in case files to facilitate clinical case coordination services and case management duties.
- Completed home wellness checks under licensed social worker supervision to verify client well-being in healthy and stable environment.
- Assisted Social Workers with wellness checks and home visits to supervise separated families.

Education

Bachelor of Arts: Social Work, 05/2011

University of Wyoming - Laramie, WY

Graduate Cum Laude, GPA 3.86

Presidents Honor Roll 12/09, 5/10, 12/10, 5/11

Associate of Arts: Psychology, 05/2009

Laramie County Community College - Cheyenne, WY

Graduated with Honors, GPA 3.76

Presidents Honor Roll 12/07, 5/08, 12/08