

# JESSICA CLAIRE

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

## PROFESSIONAL SUMMARY

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

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

## WORK HISTORY

**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

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

**Limestone College - Gaffney, SC**

## ADDITIONAL INFORMATION

### Volunteer Work

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

- Provide life skills coaching to children in foster care

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

- KidSpring- 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