

CHRONOLOGICAL (HUMAN/SOCIAL SERVICE)

IM A. SAMPLE X

3083 North South Street, Apt. A-1
Grand Island, Nebraska 68803

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OBJECTIVE

Seeking Position in Human/Social Service Administration or related field utilizing strong academic background, experience and excellent interpersonal skills

EDUCATION

BS in Human & Social Service Administration, Bellevue University, Bellevue, NE (Jan 20xx)

- Dean's Scholar GPA: 3.81/4.00

AAS in Human Services (Dec 19xx), 75-Hr Basic Nursing Assistant Program (Jan 20xx)

Central Community College—Hastings Campus, Hastings, NE

WORK HISTORY

Day Rehabilitation Specialist, Greater NE Goodwill Industries, Grand Island, NE (June 20xx – Present)

- Manage a caseload of twenty consumers, assist them in setting and reaching individual plans
 - Facilitate group sessions on Mental Illness, Stress Management and Healthy Relationships
 - Plan and implement social activities for consumers
 - Coordinate and conduct team meetings
 - Process billings, manage petty cash fund, and oversee operations in supervisor's absence

Assistant Receptionist, Tiffany Square Care Center, Grand Island, NE (Jan – June 20xx)

- Arranged and facilitated weekend activities for residents
 - Contacted families to set up dates and times to review and discuss care plans
 - Delivered and read mail to residents, providing companionship and social interaction
 - Filed confidential paperwork and provided receptionist/administrative support for the Center

Employment Trainer, Central NE Goodwill Industries, Grand Island, NE (Aug 19xx – May 20xx)

- Managed a caseload of twenty consumers and provided on-the-job coaching to help them succeed
 - Conducted group job search training sessions and assisted consumers with completion of job applications, cover letters and resumes

Criminal Justice/Shelter Advocate, Crisis Center Inc & Family Violence Coalition, Grand Island, NE
(July 20xx – Oct 20xx)

- Responded to crisis calls and provided support to victims of domestic abuse
 - Completed paperwork to document circumstances surrounding alleged abuse for judicial review

Social Services Assistant, Tiffany Square Care Center, Grand Island, NE (Jan 20xx – Sept 20xx)

- Conducted tours, provided orientation and general assistance for new residents
 - Completed social histories, inventoried clothing, and met one-on-one with residents to help them understand their rights and responsibilities
 - Assisted the Center in meeting critical staffing needs during peak times by working as a certified nursing assistant, dietary aide, receptionist and van driver

COMMUNITY SERVICE

Volunteer, Women's Health Services, Grand Island, NE (Fall 20xx – present)

- Assisted professional staff and participated in one-on-one discussions with women seeking advice on health-related issues
 - Observed group training sessions to develop the skills needed to facilitate groups in the future