

# ROBERT SMITH

## Sr. Court Appointed Special Advocate

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### SUMMARY

To obtain a career in the recreation, parks, and leisure services profession.

### CORE COMPETENCIES

Creative Writing, Technical Writing, Legal Writing.

### PROFESSIONAL EXPERIENCE

#### Sr. Court Appointed Special Advocate

ABC Corporation - March 1988 – November 2010

##### Key Deliverables:

- Monitored and advocated high-risk child abuse cases in Bernalillo County.
- Made site/home visits on each of the assigned cases to determine foster care.
- Developed case reports with recommendations to the court on each assigned case.
- Participated in State reviews of each of my cases.
- Investigated alleged child abuse cases.
- Worked with collateral contacts-i.e.
- Ensured youth attended school and had adequate tutoring if needed.

#### Court Appointed Special Advocate

Delta Corporation - 1984 – 1988

##### Key Deliverables:

- Worked on interdisciplinary team with interagency collaboration Possess interviewing skills and strengths perspective Counseling juveniles and .
- Provided written reports at every hearing, which included findings and recommendations.
- Documented the extent of investigation, listed each source of information and included sufficient facts to justify the recommendations Conducted an .
- Social Work Intern for 480 hours).
- Volunteer foster youth advocate.
- Provided needed guidance to parent and children in the court
- This is Dummy Description data, Replace with job description relevant to your current role.

### EDUCATION

- MPH - (University of North Dakota)