

ROBERT SMITH

Associate Court Appointed Special Advocate

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Collaborate with Willowbrook attorneys and the Consumer Advisory Board.
Communicate with parents and advocates.

CORE COMPETENCIES

Microsoft, Excel, Photoshop, Powerpoint, Data Entry, Hr Policies & Procedures.

PROFESSIONAL EXPERIENCE

Associate Court Appointed Special Advocate

ABC Corporation - May 2013 – June 2014

Key Deliverables:

- Connected weekly with my assigned foster child between 5-7 hours.
- Reviewed documents and records to conduct a review on each case.
- Provided written reports to the courts on a monthly basis of my recommendations for the child.
- Conducted interviews with the child, biological parents and foster parents to include in my reports.
- Advocated for the child's best interest and provide testimony in court.
- Participated in the development of events for mentors and mentees to engage in together.
- Recommended services to ensure the child and family are receiving the appropriate services such as health, education and mental health.

Court Appointed Special Advocate

Delta Corporation - 2010 – 2013

Key Deliverables:

- Ensure that Children and their families are receiving appropriate services and advocate for the minors best interest Monitor Case plans and court .
- Advocate for abused and neglected children in the Louisiana Court System.
- for youth outside Summit County Leadership in the Sciences Organized the Biochemistry Student/Faculty Luncheon on behalf of Students as Leaders in .
- with the Butler County Childrens Services Board.
- CASA) Program recruiting, screening, training and managing volunteers who work with children in the juvenile court system.
- This program has countywide jurisdiction and exists under the Welfare and Institutions Code.
- There are over 900 such programs across the United States.

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EDUCATION

MSW in Child & Adolescent Development - (Howard University Candidate)

