

ROBERT SMITH

Lead Community Advocate

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

SUMMARY

To obtain a Receptionist/Office Assistant position in a healthcare environment. Providing information and serving as a liaison between a community and public agencies and government.

CORE COMPETENCIES

Legal Research, Writing, Analytical Skills.

PROFESSIONAL EXPERIENCE

Lead Community Advocate

Humboldt State University - 2014 – 2020

Key Deliverables:

- Assigned and lived in a residence hall on campus, responsible for fostering a sense of community while promoting a safe.
- Required to plan, facilitate, and collaborate with a team to execute large and small events around the topics of environmental justice.
- Participated in and led on-campus councils that advocated for students needs, desires, and rights.
- Performed safety rounds weekly, and enforced housing policy at all times.
- Wrote professional incident reports and executed other administrative tasks.
- Connected students to resources on campus and in the community.
- Mediated conflict resolution with students, and collaborated with the supervisor to determine appropriate interventions.

Community Advocate

ABC Corporation - 2009 – 2014

Key Deliverables:

- Worked as a Direct Care Provider for program clients.
- Provided Mobility Assistance, Hygiene Assistance, and Facilitated Communication (FC) with program clients.
- Worked as a Community Advocate for special needs individuals out in the local area.
- Provided documentation forms of progress (IPPs and Care logs) and curriculum schedules to supervisors for validation from the overseeing Regional Center Services Organization.
- Organized group activities with client groups and staff members.
- Provided transportation for program clients Employment While Attending College.
- This is Dummy Description data, Replace with job description relevant to your current role.

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EDUCATION

Bachelors of Social Work in Social Work - August 2009(Humboldt State University
- Arcata, CA)

