

Nyema S. Jones
1741-43 Wylie Street, Philadelphia, PA 19130
(215) 877-5263 njones516@hotmail.com

To Whom It May Concern:

For your review and consideration, I have enclosed a copy of my resume detailing my credentials.

My experience has equipped me with a multitude of skills, and I would like to continue my growth in a position that allows for challenge and diversity. I have the capability of working well with others as well as independently.

I am confident that my qualifications will prove to be significant to your organization. As an employee with detailed knowledge of operational procedures, I am able to positively impact your current team of professionals.

I welcome the opportunity to meet with you or a representative of your team to further discuss your particular needs and how I can add value to your organization. My resume below gives you a comprehensive account of my skills.

Thank you for your time and consideration.

Sincerely,

Nyema Jones

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Objective: To secure a position in a professional field that will utilize my skills and experience and provide opportunities for growth and advancement.

Education

B.S., Psychology, December 2005
Pennsylvania State University, Harrisburg, PA

Experience

Intern, Wedge Medical Center, Philadelphia, PA September- December 2005

Counselor at alcohol and drug abuse treatment facility.

Worked in Dual Diagnosis Program under direction of Drug and Alcohol Therapist:

- Facilitated adjunctive therapy groups.
- Conducted one-to-one counseling sessions.
- Participated in daily Dual Diagnosis Meetings.
- Attended daily General Staff Meetings.
- Completed billing and patient charting.
- Helped set up after-care.
- Followed up on after-care arrangements after discharge.

Volunteer, (Cozen) Police Athletic League, Philadelphia, PA July 1999- December 2005

Youth Mentor for at risk adolescences.

Includes mentoring at-risk youth during after school hours:

- Provide tutoring to youth on an as need basis and assist in achieving everyday life challenges each individual may have.
- Active in providing companionship and support when needed.
- Assist youth in recreational and private settings when involved in extracurricular activities.

Employment, Wharton Center, Philadelphia, PA June- September 1998

Shelter Attendant for Women and Children.

Includes interacting with women and children living in the shelter:

- Providing food and other necessities when needed by individuals.
- Assist individuals on the telephone when calling for information about the emergency shelter.

Extracurricular Activities

Black Student Union (August 2004- May 2005)
Member of the Penn State Harrisburg Psychology Club (August 2002- December 2005)
Penn State Schuylkill Student Government- Treasure (August 2001- May 2002)

Computer Skills:

- Microsoft outlook, Microsoft Works, Excel, Power Point, and Access
- Familiar with general office equipments