

## Maxi L. Victor

P. O. Box 1733  
203-5358  
New York, New York 10101  
mvictor001@hotmail.com

Mobile: (212)

E-mail:

---

**OBJECTIVE** Seeking a social service position where I can help people in need of services with a reputable organization.

### EDUCATION

07/06-07/08 **LEHMAN COLLEGE/CUNY** Bronx, NY

Bachelor of Arts with department honors  
*Major:* Social Work  
G.P.A: 3.615

06/93-06/03 **LA GUARDIA COMMUNITY COLLEGE/CUNY**

Queens, NY  
Associates in Applied Science, achieved June 2003  
*Major:* Business Administration

### EXPERIENCE

08/07-05/08 **CASTLE HILL PUBLIC SCHOOL**  
Bronx, NY

*Bachelor of Social Work Intern*

- Counseled families and children in crises
- Assess the risk of future abuse or neglect of children in the house hold
- Help clients by providing advocacy and referrals
- Help families navigate government agencies and access entitlement benefits
- Arranged counseling appointments for homebound families
- Provided interpretation for non-English speaking families

06/95-06/06 **IDA EMPLOYMENT AGENCY**  
New York, NY

*Nurse Aid*

- Helping patients with activities of daily living
- Conducted individual counseling to patients in distress
- Provided administrative work by helping clients with mails and correspondence
- interpreted for non-English speaking clients

## **HIGHLIGHTS**

- Type 30 wpm
- Bilingual/Bicultural (English & French) basic Spanish
- Microsoft Word, Excel, Front Page & Publisher
- Organized, responsible, multi-task, creative, dependable & resourceful