

**Esther Michel**  
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## **EDUCATION**

**Mansfield University of Pennsylvania**  
Bachelor of Social Work (BSW)  
*Concentration: children and Youth, and family*

**Mansfield, PA**  
*August 2013*

### **Healing Center Daycare Academy**

*Administrative Assistant*

- Designed and coordinated camp activities for participants
  - Assisted in research for the academy's curriculum
  - Drafted the rules and regulations concerning workers and the supervision of youth participants
- Managed the effective supervision of children in various age groups

**Mansfield, PA**  
*June 2009—June 2013*

## **WORK EXPERIENCE**

### **St. Francis- St. Joseph St. Vincent Home for Children**

*Intern (500hr internship)*

- Ensured the coordination of appropriate resources and services for clients upon discharge from the agency
- Managed review of client case files
- Managed a rigorous schedule to accomplish administrative tasks
- Employed effective communication skills to collaborate with clients and their families to accomplish their desired goals
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**Philadelphia, PA**  
*Summer 2013*

### **Pro-Action Macro Community Project**

*Grant Research*

- Provided opportunities for the engagement of youth by coordinating programs and community based services
- Conducted grant research and assisted in preliminary grant writing
- Empowered participants to identify their strengths and accomplish short-term goals through mentorship

**Mansfield, PA**  
*Spring 2013*

### **Partners in Progress**

*Social Work Shadowing*

- Implemented services for those with intellectual disabilities in Tioga County
- Assisted clients with transitioning from the program into the community
- Assisted clients with special Olympics training
- Overlooked client's work and progress in the program

**Mansfield, PA**  
*Fall 2012*

## **ACTIVITIES**

- Mansfield International Student Organization, President, (Fall 2012- Spring 2013)
- Relay for Life, (Spring 2009- August 2013)
- YMCA, Volunteer, (Fall 2010- Spring 2011)
- Soul Link Church, Volunteer, (Fall 2010- Spring 2011)
- Black Student Union, Member, (Fall 2009- Spring 2013)
- Sisters Supporting Sisters, Member, (Fall 2009- Spring 2010)

## **SKILLS**

**Language:** Proficient in English and Haitian Creole

**Computer:** Microsoft Office Suite (PowerPoint, Excel, MS Word), Mac and PC Operating Systems

**Qualification Highlights:** Proficient in intercultural communications, hard working, and empathetic