

Ted Johnson

123 Your Street,
Boston, MA 12345
youremail@example.conn
(123)456-7890

A recent Social Work Graduate specializing in psychotherapy, diversity, equity, and inclusion (DEI), public health, and client relations. A strong background in working with non-profit agencies to execute community outreach initiatives.

Key Skills

- Client Relations
- Community Outreach
- ◆ Emotional Intelligence
- ◆ Team Leadership
- ◆ Written Communication
- ◆ Microsoft Office Suite

Professional Experience

Internship

Boston Community Resource Center, Boston, MA j June 2020 - April 2021

- Collaborated with a team of social workers at a non-profit organization to provide resources, housing, and food to the homeless population
- Interfaced with clients to provide information on available resources, including mental health services, job fairs, employment opportunities, and rehab centers
- Fielded phone inquiries, gathered client information, and updated case files in coordination with the social services team

Volunteerism Experience

Volunteer

St. Margaret's Homeless Shelter, Boston, MA l December 2018 - Present

- Provided operational support for a homeless shelter with over 250+ clients per day, assisted with meal preparation, and distributed hygiene supplies
- Communicated with clients to discuss needs, provided emotional support, and delivered referrals on available resources to improve quality of life and daily functioning

Education

Bachelor of Science (B.S.) Social Work

Boston University, Massachusetts, MA September 2017 - May 2021

GPA: 3.674.0

- Member, Student Diversity Council, 2018-2021
- Dean's List, 2017-2018, 2020-2021
- Summa Cum Laude

Coursework

- Substance Abuse
- Child Welfare
- Psychotherapy
- Public Health
- Behavioral Analysis