

Professional Experience

School Social Worker

Durham School District, Durham, NC | January 2021 to Present

- Counsel students with personal or psychological issues affecting their behavior or academic performance
- Provide treatments and resources to ensure students have every opportunity to succeed
- Communicate with parents, educators, and administrators about ways to address each student's challenges
- Draft and maintain detailed reports on students' progress
- Offer support and guidance to students with disabilities, past trauma, or potential behavioral issues

Social Work Intern

Teen Parent Support, Chapel Hill, NC | September 2020 to December 2020

- Assessed needs of and connected teen parents to relevant community resources
- Facilitated group therapy sessions for new teen parents
- Maintained detailed records of all client treatment
- Co-developed viable case management and treatment plans

Waitress

Bucky's Bar & Grill, San Francisco, CA | February 2019 to February 2020

- Gained and demonstrated strong skills in customer relations, conflict resolution, and team collaboration

Education

Master of Social Work

University of North Carolina, Chapel Hill, NC

Bachelor of Psychology

Tennessee State University, Nashville, TN

Credential

- Certified Master Social Worker, State of North Carolina | 2018

Jessica
Boak

Durham, NC 12345
jessica@example.com
(123) 456-7890
www.linkedin.com/example

Certified Master Social Worker focused on helping children and adolescents. Use active listening to fully understand each person's needs and suggest appropriate community resources. Committed to providing support for those struggling with domestic violence and substance abuse issues.

Key Skills

- Active Listening Methods
- Case Management
- Client Needs Assessment
- Client Relations & Communications
- Crisis Intervention
- Reporting & Documentation
- Team Collaboration