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**OBJECTIVE:** Social Services/Social Worker position in the Cleveland area.

**SUMMARY:** • Hands-on experience in the social services area.

• Magna Cum Laude graduate with BS in Social Work.

**EDUCATION:** **Bachelor of Science in Social Work, May 2008**

Illinois State University, Normal, Illinois

Graduated Magna Cum Laude with a GPA of 3.6 on a 4.0 scale

Courses taken included:

Social Work Methods I/II/III Social Systems and Social Work Practice

Field Education I/II/III Social Welfare and the Law

Child and Family Services Social Work and Medical Issues

Social Services for the Aging Social Work in Criminal Justice Settings

**EXPERIENCE:** **Administrative Assistant, May 2007 to August 2007**

**State Department of Health and Social Services, Denver, Colorado**

• Responsible for coordinating and conducting intake interviews for welfare new cases.

• Assisted in developing and presenting public awareness program .

• Co-authored “Using Your Food Stamps Wisely” brochure for use in state program. This brochure has now been adopted for use by seven other states.

**Staffer, May 2006 to August 2006**

# Help for the Homeless Shelter, Denver, Colorado

• Drove van throughout the city to deliver daily hot meals to the homeless.

• Assisted in coordinating volunteer help in food preparation.

• Contacted churches and social service agencies to request financial and personnel support.

**ACTIVITIES:** • Volunteer, Homelessness Prevention Initiative, 2005-Present

• Volunteer, Crisis Hotline, 2007-2008

• Volunteer, Battered Women Shelter, 2006-2007