

Sample Student

Palatine, IL 60067

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CASE WORKER

EDUCATION

Harper College, Palatine, IL

Pursuing Associate in Applied Science, Human Services Degree August 20xx to Present

RELEVANT COURSEWORK

Human Services

Gerontology

Drugs

Psychology

Multiculturalism

Family Issues

Crisis Intervention

Group Work

Disabilities

FIELD EXPERIENCE

Clearbrook, Rolling Meadows, IL

Habilitation Aide

January 20xx to Present

- Perform new resident assessments and intakes including medical and social history and create and organize charting and documentation for each resident
- Help develop plan of care for each assigned resident including medical care, physical therapy, occupational therapy, psychological needs, and social activities
- Assist individuals with activities involved in daily living including helping with bathing, cleaning, cooking, and transporting
- Provide a safe environment for residents while encouraging participation in group and independent activities

WORK EXPERIENCE

Harper College, Palatine, IL

August 20xx to Present

Student Aide – Business and Social Science Division

- Manage clerical work including scanning documents and filing records
- Answer telephones, assist callers by providing information, and transferring phone calls to correct staff member to provide friendly and efficient customer service
- Assist faculty and staff by retrieving materials from other division offices

VOLUNTEER EXPERIENCE

Village of Palatine, Palatine, IL

Community Service Volunteer

June 20xx to Present

- Help to serve food, make up beds and provide companionship in homeless shelters, nursing homes, and soup kitchens

Boys and Girls Clubs of America, Schaumburg, IL

Tutor / Facilitator

August 20xx to May 20xx

- Tutored and assisted children and adolescents with basic studies and daily homework assignments
- Facilitated group meetings that dealt with personal and relationship issues