**SAMPLE STUDENT**

Palatine, IL 60067

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**SUMMARY**

**Human Services Professional** with experience in working with diverse populations as a community advocate, caseworker and facilitator. Excellent communication and presentation abilities. Oriented to problem solving with a flexible and positive attitude. Strong Microsoft Office skills.

**PROFESSIONAL EXPERIENCE**

**Heartland Alliance**, Chicago, IL August 20xx to Present

**Caseworker**

* Provide basic advocacy, assessment and case work services to individuals, families and groups through conducting intakes and performing outreach
* Facilitate counseling, education and activity groups and create content and supplemental material to help program participants modify attitudes and patterns of behavior
* Develop and maintain resource files and assigned professional relationships with social service, government and other community organizations to enhance service delivery
* Complete necessary forms, case records and statistical reports accurately and submit documentation to manager in timely manner
* Perform community outreach on aspects of programs and cases to provide all available service to program participants

**Oak Street Health,** Chicago, ILSeptember20xx to May 20xx

**Intern**

* Assisted Community Coordinators in design and execution of community health events
* Supported front desk activities including answering the phone, greeting members and performing administrative tasks
* Participated in marketing initiatives including doing presentations in the community, contributing to blog, and performed other community outreach

**VOLUNTEER EXPERIENCE**

Kenneth Young Center, Elk Grove Village, IL October 20xx to Present

**Benefits Aide**

* Explain and assist individuals in completing State, Federal and civics benefits program applications
* Assist clients in federal and state income tax preparation

**PROFESSIONAL AFFILIATIONS**

National Organization for Human Services (NOHS)

**EDUCATION**

Harper College, Palatine, IL

**Associate in Applied Science: Human Services Degree** May 20xx