

# Holly B. Helper

hollyhelper@utk.edu

123.456.7890

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<b>Present Address</b> 123 Campus Drive Knoxville, TN 31648	<b>Permanent Address</b> 456 Home Street Anywhere, US 48921
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**OBJECTIVE** Seeking an opportunity to combine relevant education and experience to serve children and families from low-income communities.

**EDUCATION** **The University of Tennessee** **Knoxville, TN**  
*Bachelor of Science in Social Work* May 20XX  
GPA: 3.3/4.0

**EXPERIENCE** **Child and Family Tennessee** **Knoxville, TN**  
*Field Placement Intern* December 20XX-Present

- Teach independent-living skills to expectant adolescent mothers; average independent caseload of approximately five mothers
- Co-facilitate support group of 15 mothers meeting weekly for one hour
- Assess and evaluate programming as part of a five-person team
- Serve as a liaison with local community centers in order to increase support and programming for mothers
- Train new staff members; including intake procedures, paperwork and programming
- Lead a team of eight university volunteers on a weekly basis
- Assist with independent-living skills class and develop new community programs

**Blount County Children's Home** **Maryville, TN**  
*Residential Counselor (Part-time)* August 20XX-December 20XX

- Supervised a group of ten at-risk children
- Organized activities, taught swimming, led hikes
- Intervened in crises situations; made calls to Mobile Crisis Units, KPD and 911, administered Handle with Care procedures and utilized de-escalation techniques
- Resolved disputes among children utilizing official policies and procedures and de-escalation techniques

**VOLUNTEER EXPERIENCE** **Florence Crittenton Agency** **Knoxville, TN**  
*Student Volunteer* Summer 20XX

- Planned and monitored activities for 15 residents
- Co-counseled three residents individually bi-weekly
- Led a team of ten volunteers helping with agency projects
- Coordinated Family Visit Weekend for 15 clients and families
- Co-planned annual fund raising event; exceeded established goal by 10%

**LEADERSHIP ACTIVITIES** **Bachelor of Science in Social Work Organization**, initiated Fall 20XX  
*Membership Chair*, Fall 20XX-Spring 20XX

- Organized membership drive; exceeded established goal by 10%

**Phi Alpha Honor Society**, initiated Spring 20XX  
*Secretary*, Fall XX-present

**Delta Zeta Sorority**, initiated Fall 20XX

- Contributed average of 20 volunteer hours per semester to various community programs

**ADDITIONAL SKILLS** *Computer*: Microsoft Office 20XX and Adobe Acrobat  
*Language*: Proficient in written and spoken Spanish