

# Jane E. Doe

123 Echo Valley, TN 01234 · (865)555-1234 · jedoe@email.com

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## PROFESSIONAL OBJECTIVE

Seeking position to provide individual, group and psycho-educational treatment to children and adolescents in residential setting.

## EDUCATION

**The University of Tennessee (UTK),** Knoxville, TN.

Master of Science in Social Work-Interpersonal Concentration

May 20XX

**University of Someotherstate,** Another City, OS

Bachelor of Science in Social Work

December 20XX

## SOCIAL WORK EXPERIENCE

**Program Clinician,** Eckerd Academy at Deer Lodge, Deer Lodge, TN

Sept. 20XX – present

- Develop an individualized treatment plan in accordance with parental, programmatic and clinical input
- Coordinate and facilitate individual and group therapy and psycho-educational groups in accordance with the youth's treatment plan
- Monitor and document the overall course of treatment, including the implementation of the individualized treatment plan in clinical progress notes
- Coordinate and facilitate family therapy on a bi-weekly basis in accordance with the youth's treatment plan and needs
- Assist in the reintegration of the youth and family as well as youth into community

**Social Work Intern,** St. Joseph School K-8, Knoxville, TN

August 20XX – May 20XX

- Facilitate psycho-educational groups with children grades K-8 on topics including anger management, body consciousness and assertiveness on a weekly or as needed basis
- Provide individual counseling to students referred by teachers on the basis of difficulties at home, with homework or in the classroom

**Social Work Intern,** Knox County Public Defender's Office, Knoxville, TN

August 20XX- May 20XX

- Completed bio-psychosocial assessments on adolescents
- Led psycho-educational groups with adolescents in addiction recovery and foster care
- Developed curriculum related to each of these groups
- Consulted clients and attorneys to develop plans of action and intervention

**Milieu Counselor,** Florence Crittenton Agency, Knoxville, TN

August 20XX-May 20XX

- Implemented a day treatment schedule for female clients, aged 12-18. Activities included physical fitness, educational, community service, psycho-educational groups and independent living skills training
- Carried out crisis management interventions when necessary
- Designed and implemented a summer treatment schedule, which included a one credit class of Lifetime Wellness and physical fitness class and the production of a play

## COMMUNITY & LEADERSHIP EXPERIENCE

**Assistant Track Coach,** West High School, Knoxville, TN

February 20XX- present

- Teach athletes aged 15-18 in the events of shot-put and discus
- Design individual routines for each athlete to promote mental and physical development
- Assist the Head coach with registering athletes, officiating events at track meets and providing a very strong support staff for the entire team

**Social and Community Chair,** Masters in Social Work Organization (MSWO), UTK

May 20XX- present

- Organize professional development opportunities such as Career Service's Resume Workshop for Social Workers
- Coordinate community events such as a team to participate in the Relay for Life

**Volunteer Coordinator/Project Lead-House Gutting Crew,** Relief Spark, New Orleans, LA

June 20XX – August 20XX

- Coordinated volunteers from all over the country, as well as France and Japan to come and volunteer for a certain number of days gutting houses on a work crew
- Led projects within each house that was gutted which include delegating certain responsibilities to people and following up with each individual when the project was finished
- Organized neighborhood outreach within Mid-City, and connected residents with community services
- Attended survivor council meetings and neighborhood planning meetings in an effort to educate myself and others about the progress and goals of the New Orleans residents

## PROFESSIONAL DEVELOPMENT

- Certifications/Licensure
- Additional trainings or workshops attended
- Memberships in any professional associations