

# *Jane Addams*

800 South Halsted Street ▪ Green Bay, WI 54301 ▪ (920) 555-3570 ▪ addaj21@uwgb.edu

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## **CREDENTIALS**

WI Certified Social Worker (anticipated June 20XX)

## **EDUCATION**

**Bachelor of Social Work**, May 20XX  
University of Wisconsin – Green Bay  
Minors in Spanish and Human Development

Travel Course: *International Social Work in Guatemala*, Antigua, Guatemala, Summer 20XX

## **RELATED EXPERIENCE**

**Women’s Recovery Journey Intern**, September 20XX – present  
**Family Services of Northeastern Wisconsin**, Green Bay, WI

- Assist with intake assessment process for new clients
- Co-facilitate group support sessions for women 18 and older
- Conduct file reviews to adhere to state and federal policies
- Refer clients to community resources and programs as needed
- Contact community resource agencies to maintain updated program information

**After School Program Assistant**, 20XX - present  
**Greater Green Bay YMCA**, Green Bay, Wisconsin

- Supervise recreational and educational activities for school-aged children and youth
- Communicate program information to parents, and respond to questions and concerns

**Transitional Living Program Intern**, February – May 20XX  
**New Community Shelter**, Green Bay WI

- Verified program eligibility requirements of new clients
- Administered periodic drug and alcohol screening tests
- Maintained client records and other documentation
- Assisted with group programs for personal skills development

## **WORK EXPERIENCE**

Server, Main Street Café, Green Bay, WI, 20XX – present  
Circulation Assistant, Cofrin Library, UW-Green Bay, 20XX – 20XX

## **SKILLS**

Intermediate level Spanish  
CPR and First Aid certification

## **EXTRACURRICULAR ACTIVITIES**

Social Work Club, 20XX – present  
Sexuality and Gender Alliance (SAGA), 20XX – present  
Habitat for Humanity, 20XX – 20XX