

STUDENT NAME

Phone: (000) 000-0000 | Email: abcdef@ramapo.edu

LinkedIn: Student Name

PROFILE

A motivated social work student eager to obtain a social work internship to enhance the ability to think critically and develop a strong skillset to effectively serve the community and clients. Empathetic, positive collaborator, and mental health advocate motivated to enact positive change to enhance well-being. Exceptional communication, rapport building, and able to implement skills learned in the classroom. Competent in Google Suite (Docs, Forms, Sheets, and Slides) and MSW (Word, Excel, and PowerPoint).

EDUCATION

Ramapo College of New Jersey, Mahwah, NJ, *Present*

School of Social Science and Human Services

Bachelor of Social Work

GPA: 3.6

Honors and Awards: Dean's List

Bergen Community College, Paramus, NJ, *September 2016 – May 2018*

Associate in Social Work

GPA: 3.5

Honors and Awards: Dean's List, Phi Theta Kappa Honor Society

CERTIFICATIONS

- Certification 1
- Certification 2
- Certification 3

WORK EXPERIENCE

Creating Change, LLC Mt Arlington, NJ, *Present*

Behavioral Assistant

- Prepared appropriate session notes while effectively maintaining confidentiality
- Maintained consistent communication with referral sources and care team
- Understood the principles and application of applied behavioral analysis and behavioral modification
- Aided behavioral therapists in developing behavioral therapy programs
- Provided behavioral interventions to children and adolescents in in-home settings
- Managed and handled patients with behavioral problems
- Recorded and documented observations of patient behavior
- Modified daily activities of patients appropriate to behavioral interventions
- Instructed and counseled children and adolescents on positive behavioral aspects

Passaic County Women's Center, Paterson, NJ, *October 2018–March 2019*

Facility Monitor

- Supervised the residence, its residents and program activities during the evenings and weekends and as required by supervisor
- Implemented appropriate security procedures
- Assessed and met physical needs of residents
- Monitored front door, medicine, and shelter supplies
- Provided informal counseling to residents as required
- Assume responsibility for residence in absence of full-time staff
- Documented all phone and resident contacts and make appropriate entries in correct logs to insure continuation of services
- Answered calls for the Domestic Violence Hotline, to determine a callers' needs and provide crisis intervention by:

conducting safety assessment and safety planning, supportive listening, providing callers with information on or about domestic violence, and connecting callers to all appropriate resources including shelter availability information, as well as, exhibit excellent customer service

Office of Specialized Services- Turning Point Program, Paramus, NJ, August 2017- May 2018

Mentor

- Provided academic and career guidance and assisted mentees to identify and navigate the various campus environments
- Provided peer-to-peer support and guidance regarding cultivating healthy and appropriate relationships and social interactions
- Implemented procedures in a strategic manner to maximize program efficiency and systemic organization to meet all grantor expectations, reporting requirements, and increase client participation
- Coordinated employment-directed education programs that help clients improve work readiness, employability, and self-determination
- Established connections with community agencies through a positive representation of the agency and participation in collaborative meetings
- Established strong and professional rapport with clients to enhance the effectiveness of services
- Created individualized action and goal plans according to client needs and circumstances, and conducted ongoing assessments to monitor progress

Violence Intervention Prevention Center, Paramus, NJ, August 2017-May 2018

Coordinator

- Organized the logistics of educational forums and conferences
- Updated record keeping procedures to ensure compliance with confidentiality standards
- Coordinated and facilitated peer-to-peer educational programs
- Provided referrals to survivors of sexual assault, domestic violence, dating violence and stalking
- Maintained updated comprehensive resource bank for interpersonal violence assistance
- Coordinated Service Learning peer leadership program

INTERNSHIP

Office of Senator Nellie Pou, Paterson, NJ, September 2018-December 2018

- Answered phone professionally, took detailed messages, transferred to member of legislative staff, filed messages regarding a specific issue in "Constituent Binder"
- Opened and distributed mail to appropriate member of legislative staff
- Microsoft Office: Calendar, Contacts, E-mails
 - Entered District 35 events on calendar
 - Accessed constituent e-mails
- Researched specific topics assigned by legislator or staff member
- Prepared commendations and citations for honorees
- Researched legislative applications (Bills)
- Worked with Social Service Directory & State Directory to assist legislative staff member in constituent cases

Hackensack University Medical Center-Accountable Health Communities, Hackensack, NJ, May 2018-August 2018

- Registered Medicare and Medicaid beneficiaries in online database
- Conducted health-related social need screening
- Generated a community resource summary and delivered it to patients to decrease health-related expenditures and improve health outcomes
- Conducted a personal interview with beneficiaries to identify barriers to resolving the health-related social need
- Developed an action plan that included beneficiary's goals and preferences, the results of the screening, personal interview, and a plan for how the beneficiary can overcome their barriers to accessing community services that may be able to address his or her health-related social need
- Performed follow up services to ensure beneficiary had connected with a community service provider to meet the health-related social need