

# FIRST C. LAST NAME

123 Peachtree Drive – New York City, NY 00000 - (222) 222-2222 – professionalemil@live.com

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## PROFESSIONAL SUMMARY

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Bilingual human services professional with strong interest in health education and community outreach offering 3+ years working with culturally diverse populations and various software programs.

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## EXPERIENCE

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### Small City Department of Social Services

City, State

*Case Worker*

June 2016–Present

- Assist and process applications for clients regarding important federal program, other program, and other program
- Refer clients to appropriate programs by assessing their needs (i.e. individual therapy, parenting classes, etc.)
- Extensive knowledge of federal, state, and city funded programs and criteria of said programs
- Interagency collaboration with local non-profits to provide services to low-income city residents (such as insert programs)
- Perform receptionist/administrative duties such as data entry, answering phones, filing, and proper client documentation

### Residential Treatment Center for Adolescents with Eating Disorders

City, State

*Counselor*

July 2016–Present

- Supervise and support six adolescents in a residential treatment center for eating disorders
- Lead therapeutic groups related to proper nutrition, body acceptance, and Dialectical Behavioral Therapy (DBT)
- Attend weekly restaurant outings with clients for exposure therapy and nutritional education
- Prepare meals for clients following OSHA regulations and individual dietary needs as directed by the registered dietician

### Work Abroad Program Somewhere in Europe

City, Country

*English Instructor*

Oct. 2014–June 2016

- Prepared weekly lesson plans for ten different grade levels using the school's curriculum and adhering to their core values
- Led group discussions about various educational topics for classes of up to thirty students of all ages (6-16)
- Collaborate with each co-teacher about individual student plans and upcoming programs and lessons
- Create and participate in bilingual program events such as book readings or activities instructed in English

### Residential Group Home for Girls

City, State

*Care Worker*

Jan. 2014–July 2014

- Supervised five adolescent girls in a residential center with emotional and behavioral disorders
  - Resolved and managed conflict respectfully and sensitively in crisis situations
  - Assisted in the implementation of the “Insert” model through adherence of appropriate client-staff ratios, deescalation techniques, and safety guidelines
  - Facilitated five weekly individual Dialectical Behavior Therapy (DBT) intervention sessions
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## SKILLS AND CERTIFICATIONS

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- Fluency in Spanish – Instituto Cervantes DELE Certificate in Advanced Proficiency (C1)
  - Extensive knowledge of various client relationship management (CRM) databases such as Salesforce and Captain
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## EDUCATION

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### Small Public State University

City, State

B.A. Political Science *magna cum laude*

2009–2013

Minor: Spanish

- Award about being active on campus (2012, 2013)
- Award about Global Awareness (2012)

### Small Catholic University in Latin America

City, Country

Intensive Spanish Language Immersion Program

Fall Semester 2011