

NAME

1234 Street Avenue, Salt Lake City, Utah 88888
(999) 999-9999, emailaddress@utah.edu

EDUCATION

B.A. in **Human Development & Family Studies**

University of Utah

Month 20xx

Salt Lake City, Utah

- Minor in **Anthropology**
- Cumulative GPA: 3.56
- Completed 2.5 years of college Spanish plus “*Cultural Studies for Social Workers*” – intensive 3-week language course in Cuernavaca, Mexico, with emphasis on culturally appropriate client engagement, assessment strategies, community service projects in collaboration with local agencies
- Researched and wrote on teen methamphetamine use in Utah, Catholic Community Services refugee resettlement programs, resident tuition eligibility options at Utah public universities for undocumented graduates of Utah high schools

RELEVANT COURSE WORK

Home, School & Community Relations

Nonprofit Community Organizations

Creativity & Cognition in Young Children

Religion in Latin America

Housing Policy & Issues

Divorce & Remarriage

Fatherhood

Family Violence

Traditional Jewish Communities

SOCIAL SERVICE EXPERIENCE

International Rescue Committee

Volunteer Caseworker Aide (12 hours/week)

Month 20xx – present

Salt Lake City, Utah

- Conduct interpreter-assisted interviews of recently arrived refugees from Somalia, Iraq, Burma (Myanmar) to assess children’s interests and school supply needs

Head Start, Salt Lake Community Action Program

Family Advocate Intern (15 hours/week)

Semester 20xx

Kearns, Utah

- Obtained and updated individual health information for enrolled preschool children, ensured program medical/dental requirements were met
- Maintained confidential records of family financial status, evaluated income levels for program eligibility, complied fully with HIPAA

Church Sunday School

Volunteer Teacher (4 hours/week)

Month 20xx – Month 20xx

Salt Lake City, Utah

- Taught social skills and religious principles to 4 children ages 5-9 years with severe mental disabilities

ADDITIONAL EXPERIENCE

Discover Card

Team Coach, Team Lead, Customer Service Representative

Month 20xx – Month 20xx

West Valley City, Utah

- Supervised 8 customer service representatives selling credit cards. Monitored calls, gave regular one-to-one feedback, established individual and team goals
- Coached team 5 times to monthly “Championship Team” award (of 10 teams) in 9-month period

SKILLS

- Microsoft Access, Excel, PowerPoint, Word, Dreamweaver
- Good knowledge of **Spanish**, completed 40-hour **Mediation** training, **CPR**, **First Aid**

Name

1234 Street Drive Salt Lake City, UT 84000 | 801-222-3333 | yourname@email.com | linkedin.com/in/yourname

Summary

- 4 years of formal Spanish education focused on reading, writing, and speaking the language within a cultural context
- 2 years international Spanish language immersion while living and volunteering in Guatemala including teaching, reading, and conversing
- TESOL certified with two semesters of shadowing an English Language Development (ELD) course

Education

Bachelor of Arts in Spanish and Linguistics

University of Utah

- Cumulative GPA: 3.62

Graduation: Month 20xx

Salt Lake City, UT

Study Abroad: Madrid, Spain

Month 20xx - Month 20xx

International & Language Experience

Study Abroad

Universidad de Oviedo

Month 20xx—Month 20xx

Oviedo, Spain

- Engaged a global perspective while immersing in an 8-week language intensive international experience
- Quickly acclimated to a new environment and culture and embraced collaboration with diverse individuals

Volunteer Teacher

Religious Organization

Month 20xx—Month 20xx

Quetzaltenango, Guatemala

- Planned, organized, and taught 10 Spanish-speaking workshops weekly on goal setting, relationship building, and leadership skills
- Taught English as a second language to 5-8 community members weekly

Volunteer

Costa Rica Service Program, University of Utah Bennion Center

Spring Break, Month 20xx

Monteverde, Costa Rica

- Engaged critical global sustainability issues including fair trade, eco-tourism, and economic development
- Collaborated with Costa Rican non-profits for week long service projects related to women and career development

Experience

Wasatch Front Credit Union

Teller

Month 20xx-Present

Salt Lake City, UT

- Awarded top associate in Month Year for increasing product sales by 18% in a six week time period
- Translated bank documents from English to Spanish, including pamphlets on loans and account types
- Assist approximately 45 clients per day on a range of subjects including accounts and available products

Park City Mountain Resort

Guest Services Representative

Month 20xx-Month 20xx

Park City, UT

- Created an informational resort guide for Spanish-speaking guests to receive at lift ticket purchase
- Resolved guest problems related to tickets, lost children, directions, and billing disputes
- Ensured safety protocol of lift and operator lines while on the mountain

Name

XX Heritage Center, Salt Lake City, UT 84112
(23) 456-7810 | ima.student@gmail.com
www.linkedin.com/in/studentima

Education:

University of Utah Master of Social Work <ul style="list-style-type: none">Concentration in Mental Health	Salt Lake City, UT Graduation Month 20xx
Universidad de Oviedo <ul style="list-style-type: none">Advanced Spanish coursework	Oviedo, Spain Semester 20xx

Social Work Experience:

Case Manager St. Ann's of Greater Salt Lake <ul style="list-style-type: none">Establish treatment programs by creating consistent schedules and routines, coordinate resources and services, including transportation and volunteer escortsDetermine clients' needs by conducting intake interviews; determining the need for therapeutic medical, psycho-social, and psychiatric evaluations, treatment objectives and plansImprove treatment results by studying, evaluating, and re-designing processes in order to implement change, rewrite policies and proceduresPrepare reports by collecting, analyzing and summarizing treatment, data results and trends while compiling statistics, competing grants and subsidy applicationsImprove financial status by analyzing results, monitoring variances, identifying trends and recommending actions to management	Month 20xx to Present Salt Lake City, Utah
Medical Social Work Intern Salt Lake Mental Health Clinic, University of Utah <ul style="list-style-type: none">Completed a 10-week training on attachment theory and 2-day training on developmental disorders of infancy and early childhoodProvided individual, home-based, group, case management, and crisis intervention services to diverse populations of children and their families in Early Childhood and Family CenterFacilitated sessions on clinical issues including trauma and loss and wide range of mental health issues often compounded by developmental disordersProvided consultation services and educated teachers, foster care families, and other community service providers on mental health best practices	Month 20xx to Month 20xx City, State
Residential Counselor Youth Guidance Association <ul style="list-style-type: none">Supervised, managed, & counseled 12 at-risk youth in residential treatment home & 20 in public school settingsMaintained a relationship between faculty and treatment home staff by being a positive team playerCo-facilitated weekly art therapy groups in day treatment program for severely and persistently mentally ill clients; led psycho-educational group for clients recovering from substance abuseHelped clients find and apply for summer jobs, and assisted clients with college searches, applications, resumes, cover letters and mock interviews	Month 20xx to Month 20xx City, State

Volunteer Experience:

Volunteer Sexual Health Educator State of Utah <ul style="list-style-type: none">Organized city-wide health promotion campaigns with sensitivity to race, gender, sexual orientation, culture, religion, and individual capabilities.Facilitated and organized health related presentations to over 300 University of Utah studentsCollaborated with University of Utah to provide crisis intervention and student support groups.Provided support and resources to clients by using motivational interviewing during private consultations.Served as a student health conduct board member for students involved in University based incidents.Provided clinical assessments, long- and short-term treatment to clients including immigrants, refugees, and American-born clients	Month 20xx to Month 20xx Salt Lake City, UT
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A. Name

12345 South 6789 West, Anywhere, Utah 84999
801-111-1111, your.home.email@zahooo.com

EDUCATION

B.A. in Sociology, Certificate in Criminology

University of Utah

Month 20xx
Salt Lake City, Utah

- Earned 3.75 GPA for 4 semesters of college Spanish, participated in 6-week home-stay in Oaxaca, Mexico
- Course work and research topics included Juvenile Delinquency, Women & Crime, Locked Up!, Migrants & Communities, Health Disparities: Race & Ethnicity, Corrections Administration, Islamic Law, Drugs & Behavior

CERTIFICATION

- Adult First Aid, AED, CPR – American Red Cross
- Completed 40 hours of University of Utah undergraduate mediation training
- Certified in The Mandt System of restorative justice and positive behavior support

EXPERIENCE

Office of Admissions/Welcome Center, University of Utah

Volunteer Ambassador

Month 20xx-present
Salt Lake City, Utah

- Promote higher education at high school assemblies and tabling events, special emphasis on outreach to prospective first-generation college students and rural Utahns
- Explain scholarship and federal financial aid application processes to students and parents/guardians
- Assist students in identifying skills and interests, writing personal statements and resumes, developing college portfolios, preparing for admissions interviews

Adult Probation Department of Pima County

Intern

Month-Month 20xx
Tucson, Arizona

- Screened adult offenders, made appropriate referrals within department, updated list of community resources
- Facilitated group meetings of up to 15 for first-time offenders
- Maintained detailed records of client interactions and behaviors

Girl Scouts of Utah

Volunteer Leader, Senior Troop #96

Month 20xx-Month 20xx
Kearns, Utah

- Led 15 girls in grades 9-10 in all facets of planning and conducting backpacking trips, fund-raising cookie sales, mariner skills competitions, community service mentoring a Brownie troop of girls with an incarcerated parent

Salt Lake Peer Court

Lead Intern

Month 20xx-Month 20xx
Salt Lake City, Utah

- Facilitated peer-administered alternative to juvenile court system for youth who commit minor offenses
- Coached 5 interns in developing individualized behavior plans

Spy Hop Productions

Radio Student Mentor

Month 20xx-Month 20xx
Salt Lake City, Utah

- Coordinated efforts of 7-10 teens to produce weekly “Loud and Clear Youth Radio” show – taught interviewing, hosting, audio production skills

Residence Services, University of Arizona

Security Aide

Month 20xx-Month 20xx
Tucson, Arizona

- Enforced university policies and regulations regarding health, safety, and conduct in 25 buildings campus wide
- Deescalated hostile or volatile situations, collaborated with campus police department
- Extensively trained on safety measures, documentation of incidents, conflict management, 2-way radio procedures

SKILLS

- Proficient in Excel, PowerPoint, Access, Word, Photoshop, Prezi, WordPress
- Social media expertise includes Tumblr, Facebook, Twitter, Pinterest, LinkedIn