

Sociology Student Sample Resume

201 South 1460 East Salt Lake City, Utah 84112 (801)585-5032 studentemail@utah.edu

Summary of Qualifications

- Dedicated to a career working with children
- Excellent people skills, including mediation
- Good understanding of community resources
- Comfortable working with diverse populations
- Strong problem solving skills

Education

University of Utah May 2009
B.S., **Sociology with Criminology Certificate** Salt Lake City, Utah

- Phi Kappa Phi Honor Society (GPA 3.7)
- Fluent **Spanish** speaking, proficient writing skills

Related Coursework:

Juvenile Delinquency	Abnormal Behavior
Criminology	Diversity in the Workplace
Child Development	American Sign Language
Salt Lake Community College	September 2006-May 2007
General Education	Salt Lake City, Utah

Employment

House of Hope, Children's Program Coordinator Jan. 2005-present

- Prepare and carry out structured learning activities for children
- Serve as counselor to children in crisis
- Coordinate schedules and training for volunteers and employees

Hamilton, Frank and Reynolds, Courier April 2004-Feb. 2005

- Delivered and filed legal documents with Third District Court
- Client billing and receptionist duties
- Acquired working knowledge of numerous computer programs

Volunteer

Boys and Girls Club of Midvale, Children's Counselor March 2003-Dec. 2004

- Planned activity programming and supervised 20+ preteens
- Helped children with homework
- Arranged for and conducted educational field trips

The Children's Center, Class Assistant Jan. 2003-March 2003

- Observed children in group play and one-on-one situations
- Shared personal assessments with therapists
- Sat in on counseling sessions with parents and therapists