# SAMPLE NAME

Location | phone | email

## OBJECTIVE

To obtain a position that will allow me to enhance my professional skills while providing excellent advocation and counseling services to patrons in non-profit and mental health organizations.

## EDUCATION

University of North Florida (UNF), Jacksonville, FL | May 2022

**Bachelor of Social Work (BSW) in Social Work**

* Courses: Research Methods, Understanding Violence, Social Theory

## RELATED EXPERIENCE

### Intern

Gratitude America (Non-profit) | 2019-Present

* Contact veterans/applicants for each retreat, input data and vital information of applicants through software.
* Interview applicants to ensure they are the best fit for the retreat.

### Student Conduct Committee

UNF | 2018-Present

* Meet with respondents and any witnesses and /or alleged victims and review information to determine whether a student is “responsible” or “not responsible” for their charge(s).

### Volunteer

Veterans Center at UNF | 2017-2018

* Package and organize care boxes for veterans overseas.

### Advocate

The Arc or Jacksonville | 2017-2018

* Advocated for people with intellectual and developmental disabilities to help them achieve their full potential and participate in community life.

## OTHER EXPERIENCE

### Sales Associate

Dillard’s, Jacksonville, FL | 2019-Present

* Communicate with customers and answer questions about the store or products.

### Phone Interviewer

UNF Political Polling Lab, Jacksonville, FL | 2016- 2017

* Conducted phone interviews based on assigned surveys given from organizations or companies.

## SKILLS

Microsoft Office: Word, Excel, PowerPoint

Bilingual: English, French, Creole

Interpersonal Communication & Active Listening

Outreach