

# HOWARD HELPFUL

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## OBJECTIVE

Social work position within the mental health field utilizing my skills, abilities, and education

## SUMMARY OF QUALIFICATIONS

- 10 years of diverse experience in social services and non-profit
- Client focused, empathetic, and an active listener ; fluent in Spanish
- Willingly assumes additional duties and responsibilities to contribute to team efforts
- Experienced in working with diverse populations
- Good understanding of community resources
- Recognized for conscientious attention to detail, organization, and professional attitude

## EDUCATION

Bachelor of Social Work	Associate of Applied Science in Human Services
Youngstown State University – Youngstown, OH	Lorain County Community College – Elyria, OH
Expected graduation – May, 2xxx – GPA 3.7	2xxx – GPA 3.6

## RELEVANT COURSEWORK

- Social Work Methods with the Aged • Cultural Diversity in Practice • Death and Dying
- Critical Thinking • Case Management • Human Behavior and Social Environment I, II, III

## PROFESSIONAL EXPERIENCE

**Acme Center for Women And Children – Acme, OH** December, 2xxx - Present  
*Social Work Intern*

- Prepare and carry out structured learning activities for children
- Conduct group sessions pertaining to life skills, job development and addiction recovery
- Document client services in compliance with agency policy and contract requirements.
- Coordinate schedules and training for volunteers and employees

**ABC Nursing Home - Somewhere, OH** June, 2xxx – November, 2xxx  
*Social Work Assistant*

- Assisted Social Worker with caseload of 28 residents.
- Acted as a liaison between family members and medical staff
- Ensured clients' medical, personal, and recreational needs were met.
- Scheduled monthly case conferences.

**Hometown We Care - Hometown, OH** March, 2xxx - May, 2xxx  
*Campaign Assistant*

- Coordinated annual “We Care” fun run/walks raising over \$150,000 total
- Planned multiple corporate receptions and kick-off events resulting in increased public awareness
- Recruited and managed 100+ volunteer committee members and event volunteers
- Secured over \$25,000 in sponsorship donations

## HONORS AND AFFILIATIONS

- Phi Alpha Honor Society
- National Association of Social Workers – Student Member

## VOLUNTEER EXPERIENCE

Acme Community Service – Acme Heights, OH (2xxx - 2xxx)  
Led clothing drives to benefit the needy in the community