John D. Smith

Ogden, Utah 84404 johnd@email.com

(801) 824-XXXX www.linkedin.com/in/yourprofile

**KEY QUALIFICATIONS**

* Reflective listener with a deep knowledge of campus resources including Registration, Peer Mentoring, Tutoring, Financial Aid, Career Services, and Student Wellness
* Skilled presenter with the ability to facilitate both small and large group events
* Impassioned advocate with a demonstrated history of working with diverse populations
* Collaborative team member with excellent communication skills and ability to resolve conflicts

**EDUCATION**

**Bachelor of Science: Psychology** May 20XX

**Minor: Spanish** GPA 3.65

Weber State University, Ogden UT

**WORK EXPERIENCE**

**Outreach Specialist** May 20XX - Present

*Community Health Incorporated,* Ogden, UT

* Maintain and update over 50 client records consisting of treatment plans and case notes
* Advise Spanish speaking clients on issues regarding general health and wellbeing
* Distribute 100+ brochures and documents to inform community members of services
* Assist clients to identify and obtain benefits from community programs and services

**Case Manager Intern** Jan 20XX - May 20XX

*Bewell Counseling Services,* Ogden, UT

* Interviewed clients, conducted assessments, and reviewed records for accuracy
* Collaborated with counselors and physicians to coordinate treatment plans for 150 clients
* Monitored and evaluated client progress in regard to achieving treatment goals

**Office Assistant** Aug 20XX - Jan 20XX

*WSU Career Services, Ogden, UT*

* Maintained and updated filing, processed mail and created marketing materials
* Processed over 150 documents per week for career fairs, class presentations and activities
* Contacted students by email and phone to remind them of upcoming appointments
* Operated voice mail systems, personal computers, photocopiers and scanners

**SKILLS**

Spanish Language Fluency

Spanish/English Interpreting

Clear Oral & Written Expression

Active Listening

Service Orientation

Social Perceptiveness

Microsoft Office Proficiency

Public Communication

Organizing & Prioritizing

Problem Solving

**SERVICE AND LEADERSHIP**

**Vice President of Activities,** ABC Non-Profit Organization, Riverside, CA 20xx - 20xx

**Service Committee Chair,** People Helping People Club, Ogden, UT 20xx - 20xx

**Member**, WSU Spanish Club, Ogden, UT 20xx - 20xx