

John D. Smith

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www.linkedin.com/in/yourprofile

KEY QUALIFICATIONS

- 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
- Demonstrated history of working with and supporting diverse populations
- Collaborative team member with excellent communication skills and ability to resolve conflicts

EDUCATION

Bachelor of Science: Psychology
Minor: Spanish
Weber State University, Ogden UT

May 20XX
GPA 3.65

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
Service Committee Chair, People Helping People Club, Ogden, UT
Member, WSU Spanish Club, Ogden, UT

20xx - 20xx
20xx - 20xx
20xx - 20xx