

Sample Student
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CASE WORKER

Empathetic, dedicated, and passionate about assisting individuals in need. Provide exceptional customer service and community engagement. Experience in resident assessment, case management, care planning, and crisis intervention. Skilled in building relationships with diverse client populations to foster growth and independence, providing support for daily living activities, and managing administrative tasks.

EDUCATION

Harper College, Palatine, IL

Associate in Applied Science, Human Services

May 20xx

RELEVANT COURSEWORK

Human Services

Gerontology

Drugs

Psychology

Multiculturalism

Family Issues

Crisis Intervention

Group Work

Disabilities

FIELD EXPERIENCE

Clearbrook, Rolling Meadows, IL

Habilitation Aide

January 20xx to Present

- Perform new resident assessments and intakes including medical and social history and create and organize charting and documentation for each resident
- Help develop plan of care for each assigned resident including medical care, physical therapy, occupational therapy, psychological needs, and social activities
- Assist individuals with activities involved in daily living including helping with bathing, cleaning, cooking, and transporting
- Provide safe environment for residents while encouraging participation in group and independent activities

WORK EXPERIENCE

Harper College, Palatine, IL

August 20xx to Present

Student Aide – Business and Social Science Division

- Manage clerical work including scanning documents and filing records
- Answer telephones, assist callers by providing information, and transfer phone calls to correct staff member to provide friendly and efficient customer service
- Assist faculty and staff by retrieving materials from other division offices

VOLUNTEER EXPERIENCE

Village of Palatine, Palatine, IL

Community Service Volunteer

June 20xx to Present

- Work with economically disadvantaged individuals by serving food and making up beds
- Provide companionship in homeless shelters, nursing homes, and soup kitchens

Boys and Girls Clubs of America, Schaumburg, IL

Tutor / Facilitator

August 20xx to May 20xx

- Tutored and assisted children and adolescents with basic studies and daily homework assignments
- Facilitated group meetings that dealt with personal and relationship issues