

## Social Work

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**Current Address**  
809 North Avenue  
Valparaiso, IN 46383  
SocialWork@valpo.edu

**Permanent Address**  
2206 Home Avenue  
Terre Haute, IN 47805  
(555) 123-4567

- EDUCATION**      **BACHELOR OF SOCIAL WORK** *summa cum laude*      Expected May 2010  
**Valparaiso University**      Valparaiso, Indiana
- Minor: Political Science
  - Cumulative GPA: 3.95/4.0
  - Christ College Scholar (Interdisciplinary Honors College)
  - Honors Thesis: "A Broken Covenant: Fostering Education Equality Through School Finance Reform" (accepted to National Conference on Undergraduate Research)
- PROFESSIONAL DEVELOPMENT**
- Butler University Undergraduate Research Conference: oral presentation of "A Study of the Relationship between Nutritional Knowledge and Healthy Eating Habits," Spring 2009
- HONORS**
- Phi Alpha, national honor society for social work
  - Mortar Board, national senior honor society
  - Alpha Lambda Delta, national freshman honor society
- EXPERIENCE**
- MICHIGAN CITY AREA SCHOOLS**      Fall 2009 – present  
**Social Work Intern**      Michigan City, Indiana
- Facilitate and plan an after-school 4-H program for English as a Second Language elementary students twice a week
  - Assess students' English language proficiency using state assessment tools
- OPPORTUNITY ENTERPRISES**      Spring 2009  
**Social Work Intern**      Valparaiso, Indiana
- Collaborated with team to develop sex education program
  - Created monthly newsletter for Supported Living Department
- MENTAL HEALTH AMERICA OF VIGO COUTNY**      Summer 2009  
**Social Work Intern**      Terre Haute, Indiana
- Organized over 40 files for state Access to Recovery program
  - Observed Crisis Coordinator during crisis situations and home visits
- VALPARAISO UNIVERSITY CAREER CENTER**      Fall 2009 – present  
**Career Center Ambassador**      Michigan City, Indiana
- Review student resumes
  - Design and conduct presentations about career-related topics
  - Assist with front office coverage including answering phones and scheduling professional staff appointments
- VALPARAISO UNIVERSITY RELATIONS**      Fall 2007, Spring 2008  
**Student Writer**      Valparaiso, Indiana
- Wrote news releases for local media and campus publications
- ACTIVITIES**
- **College Mentors For Kids** (*Spring 2008-present*)
  - **Student Social Work Organization** (*Spring 2008-present*)
  - **Handbell Choir of the Chapel of the Resurrection** (*Fall 2006-present*)
  - **Valparaiso Boys and Girls Club** (*Fall 2007-Spring 2008*)
- SKILLS**
- Experienced in primary and secondary research methods
  - Computer skills: MS Word, MS PowerPoint and MS Publisher
  - Skilled in critical thinking and expository writing