

# RESUME EXAMPLES

**A GUIDE TO WRITE A RESUME  
ACCORDING TO YOUR MAJOR**

# RESUME EXAMPLES

ARCHITECTURE

COMPUTER SCIENCE

CONSTRUCTION

EDUCATION

ENGINEERING

FINE ARTS

HEALTH SCIENCE

HUMANITIES

MATHEMATICS

SCIENCE

SOCIAL & BEHAVIORAL SCIENCES

SOCIAL WORK

This booklet was made to help students create their resumes and give them ideas for where to start. The samples in the following pages are simply designs found in research for common themes in specific majors. However, this does not mean your resume must be an exact copy for it to be appropriate for your major and career path. Take these as a starting point to creating your own!

## Bruin Bear

Bruin.bear@email.com | 123 - 456 - 789 | www.myportfolio.com

### Education

**Bachelor of Science in Architecture** | Salt Lake Community College | Salt Lake City, UT (May 2018)  
GPA: 3.6 | Minor in Psychology

**Public Interest Design Summer Studio** | University of Colorado | Denver, CO (May 2021)

### Experience

**Public Interest Design Fellow** | Tulane City Center | New Orleans, LA (Jan-Oct 2022)

- Developed the Hollygrove Greenline Master Plan with other design professionals & community stakeholders through schematic design and design development phases.
- Managed the schedule, budget, material orders, and staff and volunteer labor for installation of five rain gardens on the properties of five Hollygrove Neighborhood families.
- Conducted a workshop for Hollygrove residents concerning low impact development education & implementation, including a demonstration of simple, at-home site surveying and soil percolation testing.

**AmeriCorps Capacity Corps Member** | Rebuilding Together | Alexandria, VA (Jan-Dec 2021)

Community Engagement Coordinator

**Program Coordinator (full-time staff)** | Rebuilding Together | Alexandria, VA (Jan-Dec 2019)

- Gained experience in skills-based volunteer management, grant writing and fund-raising, and home rehabilitation prioritizing on critical repairs and energy efficiency.
- Created a sustainable outreach system that categorized presentations, workshops, and communications conducted by staff members, thereby expanding the client base and community partnerships.
- Participated in collaborative meetings, educational seminars, and conferences focusing on housing issues and related services.

**CAD/CNC Technician | OEC Engineering Corp** | Chantilly, VA (Mar-Dec 2018)

- Analyzed construction documents to prepare bids for a range of scopes and scales in architectural and engineering fabrication, from \$100 to multi-million dollar projects.
- Collaborated in design and detailing of custom fabrication projects, such as a stone "carpet", medical equipment, signage and logos, and furniture.

### Membership

**USGBC Member** (Dec 2022 - Present)  
**SEED Network Member** (Mar 2021 - Present)  
**Richardson Memorial Hall Working Group** (Fall 2020)  
**Graduate Admissions Committee** (Spr 2020)

### Accred

**LEED BD+C Accredited** (expected June 2023)  
**SEED Accredited** (Mar 2022)

### Skills

#### Design:

Project Management (on the job)  
Schematic Design  
Design Development  
Cost Estimation/Budgeting  
3D & Physical Modeling  
Drafting & Sketching

#### Construction & Fabrication:

Project Management (on the job)  
Cost Estimation/Budgeting  
Labor & Resource Management  
CNC Fabrication (3D printer,  
laser cutter,  
water jet cutter, 3 point router)

#### Software:

Revit  
AutoCAD  
Rhino 5 and V-Ray  
Adobe CS6  
Sketchup8  
ESRI ArchMap (GIS)

# BRUIN BEAR

## Web Developer

### Contact

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www.myportfolio.com

### Education

B.S.  
**Computer Science**  
Salt Lake  
Community College  
Salt Lake City, UT  
2018- 2022  
GPA: 3.9  
Presidential Scholarship  
Cum Laude Society  
Dean's List (8/8 semesters)

### Skills

JavaScript (Angular)  
HTML/ CSS  
Python (Django)  
SQL (PostgreSQL, Oracle)  
REST APIs  
Git

### Career Objective

Graduate of computer science with experience working across the full-stack of software development. Looking for a role where I can grow and learn from experienced team members while drawing on project experience I have already successfully executed.

### Work Experience

Web Developer Intern | Book of the Month | Chicago, IL  
April 2022- September 2021

- Developed in-house web app using Node, React, and HTML/CSS that allowed employees to manage and recommend books
- Gathered user requirements, and built and maintained code for the tool, saving employees 14 monthly hours in labor
- Collaborated with 3 interns and senior developer to brainstorm and implement ideas and feedback into app's development
- Selected as the top performing intern by the technology team

### Projects

#### Social Media Scheduler | Creator

- Built responsive app using Django and Node that allowed users to schedule social media posts across Instagram and Twitter
- Built features using scikit-learn in Python to maximize engagement with social media posts, which increased engagement rate by 23% for users
- Released it for free for University of Illinois Chicago students, and it quickly grew to over 500 monthly active users .
- Featured across 7 local newspapers, radio stations, and news networks with focus around use of Twitter and Instagram APIs

#### Computer Science Club | Co-founder

April 2017- April 2020

- Presented a need for a computer science club to student government, obtained club approval, and secured club advisor
- Co-founded the computer science club at the University of Illinois Chicago to encourage exchanges among CS students.
- Led club members to spend 2 hours a week pair programming with another member to share learnings
- Partnered with journalism majors to attract 35 active members to the club in first year, using web and tv campaigns

## BRUIN BEAR

Construction Manager

### Personal Information

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123 - 456 - 789  
www.myportfolio.com

### Hard Skills

Scheduling  
OSHA Compliance  
Carpentry  
Managing Worksites

### Soft Skills

Leadership  
Time Management  
Interpersonal  
Communication  
Organization  
Problem Solving

### Licensing

CDC License  
Basic First Aid & CPR.

Dedicated construction superintendent seeking to improve efficiency and profitability for Toll Brothers construction. Delivered 98% on-time completion of jobs at Jandreau Construction. Cut safety incidents by 90% per year with BBS Safety Program. Delivered fast, defect-free work.

### Experience

#### 2022-08 - Present Construction Superintendent | Jandreau Construction

- Worked with the Project Manager to supervise, manage, and coordinate all work on projects.
- Kept all jobs on schedule. Installed new real-time labor inventory system that increased on-time-completion of projects to 98%.
- Made sure materials were delivered to the site on time.

#### 2020-01 - 2022-07 Construction Worker | Muller Construction

- Performed construction duties and responsibilities in a fast paced construction firm, including painting, and flooring.
- Maintained safe work status. Zero accidents for five years.
- Worked to company specs 99.9% free of all defects.
- Performed work to schedule with 98% on-time status.

#### 2019-02 - 2020-01 Other Construction Experience | Various Positions

- Operated Skid Steer as part of daily work in fast-paced landscaping business.
- Assisted with installation of new parking lot in a hotel.
- Worked as temp construction laborer for Temp to Hire Labor Pool.

### Education

#### Salt Lake Community College Salt Lake City, UT - 2019

- Pursued a passion for business administration classes.
- Avid baseball team player, four years.
- Peer mentor. Provided guidance to new students.
- Worked on college custodial staff on weekends and breaks.

### Courses

- ClickSafety 10-Hour OSHA Construction Safety Classes.

### Additional Activities

- Construction laborer volunteer, Habitat for Humanity.
- Local part-time youth pastor.
- Remodeled home kitchen with own tools.



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### Summary of Qualifications

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- Multicultural competence from 2 years living and teaching in India, playing on ethnically diverse sports teams, knowledge of modern Southwest Asian and East African fiction writers in English
- Experienced judge of poetry and short stories in PTA writing contests
- 3 years coaching youth baseball, successful player at college level

### Education

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**Bachelor of Arts, English**  
**University of Utah**

**MAY 2020**  
GPA 3.7

Relevant Coursework

Technical writing, Nonfiction, Memoir Writing, Adolescent Literature

**Associates of Science Month Year**  
**Salt Lake Community College**

- Full-tuition athletic scholarship, voted MVP by teammates on nationally ranked NJCAA baseball team

### Certifications

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Secondary English teaching license for the state of Utah

**JUNE 2023**

ESL Endorsement for the state of Utah

- Passed 2 Praxis II tests: English Literature and Content Knowledge, ESL

### Relevant Experience

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**Student Teacher**

**JAN 2023 - PRESENT**

**West High School, Salt Lake City School District**

- Student taught 10th- and 12th-grade English to 4 classes of 40-45 ethnically diverse students at inner-city-high.
- Planned and taught 3-week unit on Julius Caesar, integrating history and modern-day ethics in accordance with Common Core Standards.
- Collaborated with 5 teachers to implement Family-School Partnership to bridge the gap between students' families and teachers by coordinating a free community health-screening day.

**Writing Tutor**

**MAY 2022 - JAN 2023**

**University of Utah Writing Center**

- Tutored first-year college students in English composition and grammar to deepen their understanding of the English language.
- Taught students methods for self-editing to empower students.

**Volunteer Classroom Assistant, English, History, Social Studies**

**MAY 2020 - JAN 2021**

**Granite School District**

- Fostered a safe environment where students were encouraged to ask questions and apply critical thinking skills which increased student participation and understanding.

### Activities

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**Salt Lake Community College**

**MAY 2020 - JAN 2021**

- Problem solved with teammates daily to increase team unity and improve efficiency on the field.

## Bruin Bear

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### Education

**Salt Lake Community College**  
**Bachelor of Science in Civil Engineering**  
GPA: 3.15/4.00

Salt Lake City, UT  
May 2021

### Work Experience

**DPR Construction**  
**Project Engineer Intern**

San Francisco, CA  
Summer 2021

- Obtained experience in preconstruction, construction, BIM, consulting and closeout
- Teamed up with project clients including SFO, Alexandria Real Estate, Genentech, NASDAQ and DPR Executive Board
- Attended Stanford Center for Integrated Facility Engineering (CIFE) VDC Certificate Program

**Salt Lake Community College, Athletics Department**  
**Desk Attendant, Fitness Center**

Salt Lake City, UT  
Spring 2020 – Present

- Managed daily administrative operations for the CMU Fitness Center to enable an organized environment for guests.
- Developed a new process to track frequency of equipment cleanings, ensuring that all equipment met pre-established cleanliness standards.

### Projects

**Alexandria Real Estate, 510 Townsend St. DPR Construction, Summer 2020**

- Coordinated with project engineers, managers and estimators to complete preconstruction request for information (RFI) log and submit RFI attachments
- Created hundreds of submittals in CMiC from project specification book

**Building Information Modeling, Salt Lake Community College, Fall 2019**

- Worked with Dr. Burcu Akinci to explore Revit and Solibri and to research BIM public policy in Independent Study
- Modeled sections of Carnegie Mellon University and sample houses

### Coursework

- Reality Computing: The Adaptive Home
- BIM Construction and Facility Management
- Water Resource Systems Eng.
- Project Management for Construction
- Environmental Eng.
- Writing for the Professions

### Skills

**Application:** AutoCAD, Revit, Navisworks, BIM 360 Glue, Solibri, Bluebeam Revu, MATLAB, MS Project, MS Office, CMiC, Project Management, Adobe InDesign, Adobe Photoshop, Google SketchUp

**Programming:** DYNAMO, Python 3

**Languages:** English, Mandarin, Cantonese, Conversational Spanish

# BRUIN BEAR

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## Education

**Salt Lake Community College**  
Bachelor of Fine Arts in  
Visual Communication Design  
Class of 2018

## Software Skills

Prototyping  
Storyboarding  
Wireframing  
User Centered Design  
Illustrator  
Photoshop  
InDesign  
After Effects  
HTML5  
CSS3  
Processing  
Sketching  
User Research

## Awards & Activities

**Student Advisory Council  
Representative | SPRING 2016**  
Salt Lake Community College  
Nominated by peers to  
represent SLCC students and serve  
as liaison between  
students and faculty/staff

**Entrepreneurial Fellow |  
SEPT 2015**  
Carnegie Mellon University  
fellowship program sponsored by  
James R. Swartz, within the Center of  
Innovation and Entrepreneurship, to  
foster entrepreneurial talent

## Experience

**Salt Lake Community College | JAN 2022-PRESENT**  
Teaching Assistant  
Led classes, assisted the instructors with critique and  
provided feedback to students

### Capital One | AUG 2021-AUG 2022

Visual Designer  
design responsive website, html email newsletters, and  
mobile application; optimize online presence based on UX  
and market research

### Freelance Web & Design | SEPT 2020-OCT 2021

Owner  
consult with clients to address branding and marketing  
needs; code for desktop and mobile devices; create and  
design motion graphics

### PPG industries | MAY-AUG 2020

UX/UI Design Intern  
assist with various UX/UI Design initiatives; identify  
opportunities to improve digital engagement and work with  
marketing team to implement new ideas

## Projects

### Design For Construction Safety | SPRING 2019

Mine Safety Appliance  
identified opportunities to improve safety in commer-  
cial construction; analyzed trends in the industry and the  
market.

### PNC Sandbox | FALL 2018

PNC Financial Services  
collaborated with a team of researchers and designers to  
provide consulting and perform user experience design  
research for PNC Bank



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Undergraduate health science student with experience in health education, and a interest in public health promotion, seeking internship to help serve the community through learning how to plan and implement health promotion strategies through hands on fieldwork.

### Education

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Bachelor of Arts: Health Sciences

Jan 2019 - May 2022

Salt Lake Community College

Salt Lake City, UT

**Coursework** in Biology, Techniques in Community Health, Health Counseling Health Disparities Amongst Multicultural Populations, Principles of Health, Chemistry for Health Related Professions, Epidemiology, Biostatistics, Principles of Health, Life Cycle Nutrition

- Member of Peer Health Exchange

### Professional Experience

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**Editorial Intern**

08/2021 - Present

**Billboard Magazine**

Salt Lake City, UT

- Gathered and verified factual information regarding stories through interviews, observation and research.
- Promoted targeted content through various social networking sites such as Twitter and Facebook.

**Student Apprentice**

08/2019 to 07/2021

**Brooklyn Museum**

Salt Lake City, UT

- Designed lesson plans focused on age and level-appropriate material.
- Worked independently and as part of a team to achieve teaching goals.

### Skills

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- Engaging public speaker
- Print and electronic media
- Taught mental health education workshops within New York City
- SEO knowledge
- public high schools
- Microsoft Office proficiency
- Exceptional written and verbal communicator
- Computer-savvy
- Effective use of multi-media teaching tools
- Positive attitude
- Research in Community Health & Food Safety
- Pleasant demeanor
- Focused and driven

## Bruin Bear

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### Education

Bachelor of Science, Communication Studies  
Salt Lake Community College | GPA: 3.5

May, 2020  
Salt Lake City, UT

- Emphasis: Strategic Communication
- Minors: International Studies
- Awards: Deans List, 5 semesters

#### Relevant Coursework

- Principles of Advertising
- Video Production
- Media Effects
- Visual Editing
- Global Citizenship
- Social Media Journalism

### Languages

Norwegian (native)  
Swedish (fluent)

Chinese (basic)  
Danish (fluent)

German (basic)

### Professional Experience

International Admissions Assistant  
Salt Lake Community College, Office of Admissions

December 2020 – Present  
Salt Lake City, Utah

- Conduct 1-2 campus tours per week for prospective students and families to educate them about the university, increasing the number of applicants to the university.
- Organized and executed a calling campaign targeting 120 international students, resulting in an increase in evaluated applications.

Home Care Nurse  
Slidre Municipality Heggnes

May 2019 – Deember 2020  
Oppland, Norway

- Maintain accurate and detailed records of patients' conditions, progress, and problems, reporting and discussing them with case managers to improve patient care.
- Provide care and tend to the sick and disabled in their homes, distributing medication and communicating with patients' families to provide excellent personalized care.

### Student Leadership

Student Advocacy Board Member, ASUU

August 2019 - May 2020

- Planned the University's "It's on Us" campaign on a team of 7 students, spreading awareness of sexual assault and bystander intervention across campus to enhance student safety and overall experience on campus.

Secretary, AlphaKappa Psi Professional Business Fraternity

January 2018 – May 2019

- Member of a new fraternity founded to help students enhance their professionalism.
- Organized 3 chapter events in a semester and developed professional business skills through weekly trainings.

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### Professional Summary

Aspiring data scientist looking to break into the world of big data. Highly motivated and experienced working with groups. Willing to take ownership of core components of any project.

### Education

**Bachelor of Science in Mathematics**, Salt Lake Community College - Salt Lake City, UT

Aug 2019 - May 20

GPA: 3.6 | Minor in Physics

### Skills

- Proficient in SPSS, C++, MATLAB, Latex, Proficient in French
- Well versed in Differential Equations
- Familiar with numerical methods for solution of linear equations, eigenvalue problems, and least squares problems

### Work History

**Math Graduate Student**, 07/2021 - Current

**Samsung Electronics America Inc** - Ridgefield Park, NJ

- Attends 12 hours of courses per semester
- Lecturer: Techniques of Calculus (a)
- Teaching Assistant (Previous courses): Stochastic Processes, Complex Analysis

**Intern**, 04/2020 - 06/2021

**University Of Utah Medical Branch**, - Salt Lake City, UT

- Data Analysis and Reporting for "Galveston Student Youth Risk Survey"
  - 1500 subjects, ~80 questions
  - Regression, ETL, Wrote algorithms to reduce error by identifying and removing contradictory answers to survey questions
  - My algorithms identified and eliminated upwards of 500 faulty answers from around 15 questions
- Data collection in the field for the Gulf Coast Health Alliance: Health risks related to the Macondo Spill (GC-HARMS) Study

**Guest Researcher**, 04/2019 - 07/2019

**University Of Utah At Chattanooga Math Research Experience** - Salt Lake City, UT

- Worked with a faculty member and two undergraduate students to study Differential Equations
  - Paper published in Electronic Journal of Differential Equations Joshua Barrow, Robert De Yeso II.

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### Professional Summary

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Curious physicist with an exceptional grasp of research and development. Highly adept at applying complex concepts and calculations in an array of environments. As proficient in communication and public speaking as I am in academics, with a strong affinity for working as part of a team and independently. Take a critical approach to problem-solving and don't stop until I understand each and every detail of the task at hand.

### Education

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#### **Bachelor of Science in Physics**

SALT LAKE COMMUNITY COLLEGE, Salt Lake City, UT

September 2018 – June 2022

### Experience

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#### **Assistant Physicist, BigLabs**, Salt Lake City, UT

August 2022 – Present

- Maintain DoE Q clearance
- Thorough understanding of codes and regulations and safe practices
- Research, development, conception, and construction in synchrotron x-ray beamline
- Data acquisition and experimental documentation
- Experimenting with noise reduction methods to enhance the diagnostic signal fidelity

### Key Skills

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- Advanced physics and mathematics
- Research techniques
- Written and verbal communication
- Analysis and imaging software
- Abstract thinking

### Courses Completed

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- Microbiology
- Immunobiology
- Pharmacology and toxicology
- Cellular and evolutionary biology
- Ecological subjects
- History of biology
- Plant pathology biology
- Behavior and hormones

## BRUIN BEAR

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### Education

Bachelor of Science in Psychology  
University of Utah Salt Lake City, UT  
GPA 3.7  
Undergraduate Psychology Service and Internship Award (UPSI Award)  
Anticipated, May 2023

### Relevant Courses

Social Psychology Race Relations Communications and Relationships	Cognitive Psychology Intro to Abnormal Psychology Health Psychology	Psychology of Gender Social Psychology Social Welfare Institution
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### Experience

Patient Advocate Intern  
National Alliance of Mental Illness (NAMI)  
August 2019-Present  
Salt Lake City, UT

- Observed weekly socials to support and interact with 7-15 patients of the facility
- Administered food to the homeless patients in order to aid in hunger prevention and built trust
- Comforted patients by playing games, listening, and aiding them with resource location
- Maintained records of client interactions and behaviors to learn and discuss with supervisor at monthly meetings

Front Desk Receptionist/Concierge  
Hilton Garden Inn  
January 2017-July 2019  
Salt Lake City, UT

- Communicated with customers via phone to ensure all reservations and cancellations were accurate
- Guided and provided places guests could visit for food, entertainment, or arrange tickets
- Volunteered in weekly inventory counts for pantry for guest to have easier time accessing and purchasing inventory
- Streamlined organization of product database, improving operations and increasing efficiency in the pantry

### Community Involvement

Assistees/National Assistance League  
August 2021-May 2022

- Supported teen service group of 8 teens that met once a month to support philanthropic programs

University of Utah Diversity Club  
August 2019-May 2022

- Collaborated on a team of 15 students to promote inclusivity and provided a safe place to empower, educate, and advocate the campus community
- Started campaigning events for LGBTQ+ community, religious communities, ethnic communities, etc.

### Skills

Counseling Behavior Modification Interpersonal	Psychotherapy Coaching Active Listening	Evidence-Based Therapy Communication Writing Report
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## BRUIN BEAR

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### Work Experience

#### **School Social Worker**, Ascend High School

Apr 2022 - present

Atlanta, CA

- Evaluate and address student (ages 14-18) needs and concerns, including mood disorders, grief counseling, family maintenance, emergency response, and ADHD/ADD
- Conduct mental assessments in school and home settings of adolescents receiving child welfare and prevention services.
- Write petitions, court reports, case plans, and other legal documents, maintaining 100% accurate case history records.
- Created and led staff training 3 times per year surrounding cultural, economic, familial, and other aspects that impact children's wellbeing.

#### **Social Worker**, Johnston High School

Jun 2019 -Oct 2021

Atlanta, GA

- Interviewed clients (ages 14-18) and their families to determine what services would best address the needs of the client and the family.
- Communicated with school district and welfare agencies to obtain and provide information to clients and families to create treatment plans to improve care and well-being.
- Developed workable solutions for recurring problems for clients and their families, and drafted feasible goals that helped families reconnect 15% more of the time.
- Performed assessments of students mental health, offered therapy, and developed progressive treatment plans.

#### **Assistant**, Salt Lake Community College

Jan 2017 -Dec 2018

Salt Lake City, UT

- Supported 2 high school counselors, and learned to develop and understand treatment plans, including psychosocial assessments and social work interventions.
- Provided social work support, including counseling/guidance, community resource planning, and crisis intervention.
- Developed a thorough knowledge of referral resources throughout the district, and updated documentation for more 100+ students.
- Assisted the counseling program by drafting policies, procedures, and guidelines for the program.

### Career Objective

Dedicated school social worker with 12 years of experience working with adolescents in an educational setting. Specialized in providing relief services to teens, low-income households, pregnant and parenting teens, and at-risk youth. Adept at gaining trust, rebuilding family dynamics, and developing sustainable solutions.

### Education

#### **Bachelor's**

Social Work

Salt Lake Community College

2016-2018

Salt Lake City, UT

### Skills

Case Management

Empathetic

Planning

Flexible

Problem-solving

Written Communication

### Licenses

Licensed Social Worker (LSW)