

Jennifer Jones

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Objective

A position in which application of my knowledge and skills in social services to advocate on behalf of clients will improve the lives of clients, make a positive impact on the community, contribute to my employer's success, and allow for continued professional development in the field.

Education

Southeastern Louisiana University, Hammond, LA

Bachelor of Arts, Social Work

Graduation Date: May 2015 GPA: 3.47 on 4.0 scale

Major Courses Include: Child Welfare Services, Human Behavior in the Social Environment I and II, Human Diversity and Populations at Risk, and Generalist Social Work Practice: Micro, Mezzo, and Macro Practice Skills

Skills Summary

- Establish a positive rapport with clients by utilizing skills in listening and empathy
- Work effectively on independent basis and as part of a team to establish and achieve goals
- Detail-oriented and accurate in documentation and other critical activities and tasks
- Effective time management, planning, organizational and prioritization skills
- Knowledge of client intake procedures, documentation, and confidentiality
- Computer skills: Microsoft Office – Word, Excel, PowerPoint

Related Experience

Intern, January 2015 – May 2015

Discovery, Southeastern Louisiana University Family Resource Project, Baton Rouge, LA

Met with Office of Community Services (OCS) or Families in Need of Services (FINS) clients in their homes to address their needs and concerns. Assisted with teaching parenting classes, and with case management. Participated in staff meetings. Acquired knowledge of confidentiality and documentation of client records. Learned skills in developing relationships with individuals from other cultures and various socioeconomic backgrounds.

Court Appointed Special Advocate (CASA) Training, Livingston, LA, 2014

Trained in assisting abused and/or neglected children throughout the court process. Trained in mentoring, case management, and court advocacy.

Additional Experience

Sales Associate, Target, Hammond, LA, January 2012-December 2014

Provided courteous and efficient service in assisting customers with selecting and purchasing items. Conducted cash register transactions and daily closing and balancing of cash drawer.

Activities

- Phi Alpha Social Work Honor Society, 2014 - present
- Social Work Club – Secretary, 2015- present
- National Alliance on Mental Illness on Campus, 2015 - present
- Student Outreach and Advocacy Representatives, 2014 - present