

Jane Addams

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EDUCATION

Loyola University Chicago Chicago, IL
Master of Social Work, Mental Health Specialization Anticipated May 2021

Columbia University New York, NY
Bachelor of Arts, Creative Writing, Minor in Spanish Received May 2016

PROFESSIONAL EXPERIENCE

Howard Brown Health Center Chicago, IL
Social Work Intern January 2020 – Present

- Provide weekly counseling sessions for LGBTQ youth ages 14-22 using CBT and psychodynamic approaches
- Ensure accurate case notes and confidential client files and submit timely insurance reimbursement forms
- Developed successful new process group for lesbian trauma survivors and lead group of 10 weekly
- Respond to various emergencies using crisis intervention and de-escalation techniques

Lutheran Social Services Chicago, IL
Case Manager January 2018 – July 2019

- Completed intake and psycho-social assessments for an average of 30 weekly clients entering program
- Managed caseload of 20 clients with dual diagnoses by providing housing and healthcare referrals
- Initiated new client record keeping process that increased efficiency for team of 32 staff
- Developed the “Feel Better Challenge” program that offered residents resources, training, and rewards for healthy eating, exercise, and mindfulness practices

Center on Halsted Chicago, IL
Office Assistant October 2016 – December 2017

- Provided administrative support including filing medical records, managing invoices, and greeting visitors
- Directed patient calls, took confidential voicemails for therapists, and provided referrals to callers
- Observed individual and group counseling sessions and assisted in facilitating art therapy sessions
- Improved program participation by 10% through creating and distributing weekly Listserv emails
- Assisted with facilitating weekly staff meetings and promptly fulfilled office supply requests from staff

Peer Tutor & Editor New York, NY
Columbia University Writing Center September 2014 – May 2016

- Facilitated one-on-one tutoring sessions with students seeking support with writing skills
- Provided timely feedback and edits on students’ papers, academic projects, resumes, and cover letters
- Contributed monthly to Writing Center’s blog offering writing and editing tips to fellow students

VOLUNTEER EXPERIENCE

Food Pantry Volunteer, St. Elizabeth’s Church, Chicago, IL September 2018 – Present

After School Program Volunteer, Housing Opportunity for Women, Chicago, IL August 2016 – May 2017

Orientation Leader, Columbia University, New York, NY June 2015 – September 2015

CERTIFICATIONS AND SKILLS

40 Hour Domestic Violence Certificate, Lutheran Social Services, Chicago, IL January 2018

LGBTQ+ Ally Training, Center on Halsted, Chicago, IL November 2016

Languages: Spanish (conversational)

Computer skills: Microsoft Office, TherapyNotes EHR software, WordFly marketing software

Mary Richmond

Address: 1 E Pearson St ♦ Chicago, IL 60601
Cell: (312) 123-4567 ♦ E-mail: maryrichmond@resilience.org

Education

Loyola University Chicago | Chicago, Illinois
Master of Social Work, Health Specialization & Group Work Sub-Specialization Expected May 2022
Bachelor of Social Work Expected May 2021

Relevant Experience

Resilience | Chicago, Illinois
Volunteer Crisis Advocate January 2020 - Present

- Answer crisis calls and provide support to survivors of sexual assault during two monthly on-call shifts.
- Accompany survivors to hospital and remain with them during medical examination and evidence collection.
- Use counseling and psychoeducation skills to provide comfort and support to survivors.
- Advocate to end rape culture through participating in annual Standing Silent Witness Demonstration.

Mercy Housing | Chicago, Illinois
Case Management Intern September 2019 – May 2020

- Provided skills training and referrals to formerly homeless adults ages 25-75 with mental illness and physical disabilities.
- Completed intakes, psychosocial assessments, and care plans for an average of 15 clients per week.
- Created and facilitated monthly art workshop with residents to promote coping skills and non-verbal expression.
- Assisted in compiling proposal that resulted in a \$50,000 grant to increase job skills training programming.

School of Social Work Student Organization | Loyola University Chicago
Social Justice Committee Member September 2019 – May 2020

- Organize monthly “town hall” event for students to voice concerns and needs related to their school experience.
- Work collaboratively with other committee members bring student concerns to school administration.
- Run social media accounts (Facebook, Instagram), promoting relevant campus events and local social justice activities.
- Organized holiday card making event which resulted in 120 homemade cards for incarcerated youth in Illinois.

New Student Orientation | Loyola University Chicago
Orientation Peer Leader August 2018 – September 2018

- Facilitated group activities with new freshmen students to help with socialization and acclimation to campus life.
- Supported Residence Life staff with setting up and breaking down events, decorations, and food service.
- Offered individual support throughout first month of college to new students seeking social and academic advice.
- Created Instagram posts highlighting and promoting orientation week activities to increase participation.

Sunrise Senior Living | Chicago, Illinois
Volunteer August 2017 – August 2019

- Provided weekly social interaction to residents and facilitated cognitively engaging activities such as games and puzzles.
- Built positive one-on-one relationships with residents and celebrated birthdays, holidays, and other occasions with them.
- Shadowed social worker and nurses on staff to learn about the needs of the older adult population.
- Proposed and organized annual dance event to increase sense of community which had 65% participation rate in first year.

Additional Work Experience

Hostess, Blue Door Kitchen | Chicago, Illinois March 2019 - Present
Server, Rainforest Cafe | Chicago, Illinois November 2017 – March 2019
Sales Associate, Walgreens | Chicago, Illinois July 2016 – August 2017

Skills and Certifications

- Certified Rape Crisis Counselor** (60 Hour Training completed at Resilience)
- Computer and Technology Skills:** Microsoft Office, Google Drive, Professional Use of Social Media
- Experience facilitating groups**

Frances Perkins

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EDUCATION

Loyola University Chicago, Chicago IL

Master of Social Work, Schools Specialization

ISBE Professional Educator License, School Social Worker Endorsement

Expected May 2021

Expected June 2021

Aurora University, Aurora IL

Bachelor of Arts, Education

Received May 2017

PROFESSIONAL AND VOLUNTEER EXPERIENCE

Children's Home + Aid, Chicago IL

Healthy Start Program Intern

August 2019 – May 2020

- Completed intake process with approximately 10 families entering the program each week
- Supported program staff with engaging families in all aspects of the program
- Observed and assisted social workers during weekly home visits to families with young children
- Researched and compiled community resources and referrals for clients that met their psychosocial needs
- Created an “internship manual” for the program to be utilized for future interns’ onboarding and orientation

Oak Street Charter School, Chicago IL

Equity and Inclusion Coordinator

September 2017 – June 2019

- Organized and supported cultural competency integration across the curriculum and classrooms
- Created age-appropriate school programming on topics including anti-bullying and celebrating diversity
- Worked with admissions personnel to increase recruitment of students from underrepresented backgrounds
- Successfully implemented required annual training day for faculty and staff on equity and inclusion issues
- Created recommending reading and resource list for students and families to talk about diversity at home

East Aurora School District, Aurora IL

Volunteer

August 2015 – May 2017

- Coordinated used textbook drive, successfully redistributing 80 textbooks to students who needed them
- Researched and created visual materials for the Special Needs Classroom
- Served as guide for International Night and assisted staff and families with running exhibits
- Provided organizational assistance in ESL classroom including sorting books by language, level, and grade

Relay for Life at Aurora University, Aurora IL

Event Lead & Committee Member

September 2014 – April 2015

- Worked collaboratively with volunteer committee to recruit teams, volunteers, sponsors, and donors
- Successfully raised \$6,5000 in donations which were contributed to the American Cancer Society
- Secured in-kind sponsorship from local catering company to donate food and drinks for participants
- Educated school community about mission and goals of Relay for Life and the American Cancer Society

INVOLVEMENT

National Association of Social Workers, Member

September 2019 – Present

Alpha Psi Lambda National, Inc., Member

September 2014 – May 2017

PUBLICATIONS

Addams, J. & Perkins, F., (2020). Using Mindfulness Practices to Strengthen Family Bonding. *Praxis*, 20(1), 30-36.

SKILLS

First Aid Certified • Fundraising experience

Proficient in Microsoft Office, Adobe InDesign and Photoshop, and Exponent Case Management Software

Ida B. Wells

100 East Ida B. Wells Drive, Chicago, IL 60605
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773-773-7773

Professional Summary

MSW candidate with 15+ years of professional experience. Eager to apply skills in publicity and communications to organizations committed to achieving social justice and equity in Chicago.

Education

Loyola University Chicago

Master of Social Work

Specialization in Leadership & Development in the Social Services (LDSS)

Chicago, IL

Expected May 2021

Trinity University

Bachelor of Arts in Marketing

San Antonio, TX

Relevant Professional Experience

National Youth Advocate Program

Social Work Intern

Chicago, IL

September 2019 – May 2020

- Supervised after-school program for youth ages 11-16 and tutored participants in math, spelling, and reading.
- Counseled students on applications to assist with securing college admission, scholarships, and internships.
- Conducted community needs assessment for five communities to inform program development.
- Assisted in writing grant proposal for Mother's Support Group which successfully obtained funding.
- Conducted community outreach in Pilsen to expand agency presence and build local relationships.
- Conceived, developed and ran Job Club, incorporating critical job skills training and group therapy techniques.

Austin Healthcare Corporation

Director of Media Relations and Publicity

Austin, TX

June 2004 – October 2010

- Served as media spokesperson on critical business issues, including deaths, job losses, and legal investigations.
- Counseled CEO, CFO, and other senior leaders on communication strategies to increase employee satisfaction.
- Oversaw all publicity strategies for organization, managing and approving between 30-50 press releases annually.
- Managed a team of twelve employees across three offices and consistently advocated for their professional growth.

Corporate Communications Manager

August 1999 – June 2004

- Strengthened customer and media perceptions of company through thoughtful communications strategies.
- Collaborated across teams to establish crisis management plans for controversial public-facing issues.
- Worked with colleagues to establish global employee network to gather feedback and improve communications.

Austin Museum of Art and Science

Coordinator of Marketing

Austin, TX

September 1996 – June 1999

- Developed public relations campaign for museum's Family Fridays resulting in an increase of attendance by 15%.
- Worked with Austin publications and new sources to secure coverage of new museum exhibits and programs.
- Supported Vice President of Marketing in all aspects of media relations and public information activities.

Volunteerism and Community Engagement

Parent Volunteer, Lincoln Elementary School (Chicago Public Schools)

2016 – Present

Trustee, Planned Parenthood of Greater Texas

2007 – 2011

Trustee, Street Youth Ministry of Austin

2004 – 2007

Outreach Volunteer, Street Youth Ministry of Austin

1997 – 2001