Connor T. Graduate

123 Main Street ▪ Superior, WI 54901 ▪ 111-222-3333 ▪ tgrad@uwsuper.edu

EDUCATION

Bachelor of Science – Social Work Anticipated Graduation: May 2014
University of Wisconsin-Superior –Superior, WI GPA 3.8/4.0
Dean's List all semesters of attendance

RELEVANT COURSEWORK

Field Education I and II	Family Life Cycle Transitions	Child and Family Welfare
Social Welfare Policy	Poverty	Interpersonal Skills in Social Work

PROFESSIONAL EXPERIENCE

Social Work Intern January 2013-Present
St. Louis County Department of Health and Human Services Duluth, MN

- Co-facilitate independent living group for teens aging out of foster care
- Provide referral linkage to school-based support services and community resources
- Maintain a professional working relationship with a case load of 20 families
- Conduct home visits for families with children experiencing family, personal or school-related challenges

Administrative Assistant May 2011 - March 2012
Douglas County Department of Health and Human Services Superior, WI

- Coordinated and conducted initial screening for new welfare cases
- Assisted in developing and presenting public awareness programs in the areas of women's health issues and nutrition for children
- Co-authored "Using your Food Stamps Wisely" brochure for state-wide use
- Performed data entry and computerized billing for services

ADDITIONAL EXPERIENCE

Cashier April 2009 - May 2010
Menards Superior, WI

- Provided training to four new staff on registers as well as best practices in customer service
- Received "Perfect Attendance" award three years in a row
- Kept up knowledge of all new incoming products to serve customers effectively and efficiently

SKILLS

- Knowledgeable about eWiSACWIS (Wisconsin Statewide Automated Child Welfare Information System)
- Proficient in Microsoft Office
- Certifications: CPR/First Aid - May 2012
- Fluent in Spanish

ACTIVITIES

Member, Social Work Student Association, University of Wisconsin-Superior, October 2011 - present
Volunteer, Center Against Sexual Domestic Abuse Inc., Superior, WI, September 2012 - April 2013