

# Connor T. Graduate

---

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

## EDUCATION

### **Bachelor of Social Work**

University of Wisconsin-Superior –Superior, WI

*Deans List all semesters of attendance*

Anticipated Graduation: May 2010

GPA 3.8/4.0

## RELEVANT COURSEWORK

Field Education I and II

Social Welfare Policy

Family Life Cycle Transitions

Poverty

Child and Family Welfare

Interpersonal Skills in Social Work

## PROFESSIONAL EXPERIENCE

### **Intern**

St. Louis County Department of Health and Human Services

January 2009-Present

Duluth, MN

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

### **Administrative Assistant**

Douglas County Department of Health and Human Services

May 2008-March 2009

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**

Menards

April 2004-May 2006

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) and proficient in Microsoft Office
- Certifications: CPR/First Aid - May 2007
- Fluent in Spanish Language

## ACTIVITIES

**Member**, Social Work Student Association, University of Wisconsin-Superior: (Fall 2006-present)

**Volunteer**, Center Against Sexual Domestic Abuse Inc., Superior, WI: (Fall 2006-Spring 2007)