

## **ROSEANNE G. SMITH**

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### **OBJECTIVE**

To obtain a position as a social worker, with a focus on youth

### **EDUCATION**

**Bachelor of Social Work**, May 20XX

Minor: Psychology

Wichita State University, Wichita, KS, GPA: 3.4/4.0

### **RELEVANT EXPERIENCE**

**Practicum**, Fall 20XX

*XYZ, Wichita, KS*

- Assisted case manager in providing one-on-one support and supervision to youth and maintaining contact with families/guardians
- Observed completion of clinical documentation of services

**Program Support Worker**, August 20XX – July 20XX

*Kansas Children's Service League, Wichita, KS*

- Greeted customers with excellent customer service skills and friendliness
- Prepared closed adoption and resource family records for storage and/or archiving

**Mentor (Volunteer position)**, September 20XX – May 20XX

*Communities in Schools, Wichita, KS*

- Met weekly with student to provide support and meaningful activities

### **ADDITIONAL EXPERIENCE**

**Front Desk Assistant**, September 20XX – May 20XX

*Wichita State University, Wichita, KS*

- Facilitated the development of student activities and events that ran bi-monthly during the academic year for approximately 200 students

**Customer Service**, *Kohls, Wichita, KS*, January 20XX – September 20XX

### **SKILLS**

Computer: Microsoft Word

Language: Fluent in Spanish

### **ACTIVITIES & HONORS**

Secretary, Student Organization of Social Work, September 20XX-present

Member, Phi Alpha Honor Society, September 20XX-present

Volunteer, Lord's Diner, January 20XX-present

Volunteer, Habitat for Humanity, May 20XX

Dean's List, 3 semesters

# LYNN MERRIWEATHER

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## EDUCATION

**Master of Social Work** May 20XX  
**Bachelor of Social Work** December 20XX  
Wichita State University, Wichita, KS Major GPA 3.5  
Minors: Women's Studies and Spanish  
Certification: Basic Life Support Expires December 20XX

## RELEVANT EXPERIENCE

**Social Work Intern, Des County FAMCARE, Wichita, KS** Fall 20XX-present

- Interview and complete assessments of at-risk youth, ages 10-17, utilizing motivational interviewing techniques
- Co-facilitate anger management and social skills groups for adolescent males
- Conduct weekly family support groups that average 20 participants per session

**Legal Services Social Worker, Charities Immigration, Wichita, KS** August 20XX-June 20XX

- Assisted clients with immigration paperwork and provided guidance in the process
- Translated documents from Spanish to English

**Social Work Intern, Jim Jones Mental Health Center, Wichita, KS** August 20XX-June 20XX

- Assisted clients with case management services, such as housing, medical and disability applications

**Victim Advocate, Partha Area Sexual Assault Center (Volunteer), Wichita, KS** 20XX-20XX

- Covered crisis line calls on two 12-hour shifts per month
- Assisted victims in hospital setting during collection of evidence
- Provided information to friends and family members of person who had been sexually assaulted

## ADDITIONAL EXPERIENCE

**Assistant Manager, Greenleaf Apartments, Wichita, KS** September 20XX – August 20XX

- Oversaw 120-unit apartment complex
- Supervised staff of four, including receptionist and maintenance areas

## PROFESSIONAL AFFILIATIONS

**Student Organization of Social Work, member** Fall 20XX – present

**Diversity Task Force, member** Fall 20XX

## SKILLS

Microsoft Word, Excel and PowerPoint; various databases;  
Fluent in Spanish