

NAME

Address: XXXXXXXXXXXX, Atlanta, Georgia 30349
Phone: XXX.XXX.XXXX **Email:** XXXXXXXXXXXX@gmail.com

SOCIAL WORKER

Job Announcement Number: XXXXXXXXXXXX
Department: Department of Health and Human Services
Agency: Centers for Disease Control and Prevention
Social Security Number: XXXXXXXXXXXX

QUALIFICATIONS PROFILE

Analytical, tenacious, and highly skilled professional; with extensive knowledge and experience in counseling, behavior management and assessment, program administration, and social development

- Armed with strong academic background in psychology, along with hands-on experience in behavioral techniques and implementation and community outreach experience
- Known for proven research, analytical, and leadership skills in directing research projects, solving complex problems, and leading cross-functional teams to achieve set goals
- Knowledgeable of various assessment methods and testing tools, with excellent skills in data analysis and management
- Skilled at managing and analyzing a wide range of data in a consistent and systematic manner.
- Technically proficient with Microsoft Office applications (Word, Excel, Access, and PowerPoint), Blackboard, and Live Text

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of principles to conduct studies to define public health issues

- Adeptness in identifying hidden talents and problem areas within an individual through active listening; questioning techniques; strength and growth assessment; constructive feedback; and action planning

Ability to identify and assess behavioral issues

- Exceptional psychological skills in addressing an individual's behavioral as well as personal, social, and career developmental needs through conceptualization, implementation, assessment, and enhancement of a comprehensive counseling program that promotes individual success

Skill in oral and verbal communication

- Strong ability to maintain outstanding and positive interaction with people of diverse cultures and socioeconomic backgrounds
- Proficiency with grant writing, curriculum planning, and research presentations

PROFESSIONAL EXPERIENCE

XXXXXXXXXX, DOUGLASVILLE, GA 30134

Behavioral Therapist	Nov 2017–Present
Supervisor: Name XXX-XXX-XXXX	Number of Hours: 10
Okay to contact supervisor: Yes	Annual Salary: \$11,000

- Perform systematic behavioral assessments, case management, and treatment plan development
- Show expertise in providing individual and family counseling
- Ensure precision in preparing notes for the documentation of each client's progress
- Expertly develop and establish objectives and behavioral strategies to ensure quick response to specific client issues and recommend changes
- Guarantee accuracy in measuring and assessing the changes in behavior
- Lead professional in-home family and individual counseling for children, at-risk youth, and adults
- Monitor the performance and mentor each client to ensure enhancement in their behavior
- Facilitate professional training to staff for the improvement of their skills

NAME

Address: XXXXXXXXXXXX, Atlanta, Georgia 30349
Phone: XXX.XXX.XXXX **Email:** XXXXXXXXXXXX@gmail.com

XXXXXXXXXX, MARIETTA, GA 30060

School Counselor	Jul 2015–Present
Supervisor: Name XXX-XXX-XXXX	Number of Hours: 40
Okay to contact supervisor: No	Annual Salary: \$6,000

- Function as Student Support Team (SST)/response to intervention (RTI) coordinator, conducting individual and group counseling as well as leading classroom lessons
- Organize and manage school-wide activities and serve as committee chair on meetings regarding student academic and emotional progress
- Provide assistance to the testing coordinator on various tasks, such as needs assessment; behavior modification strategies and programs for at-risk students; and individual and group counseling
- Work as an integral part of the School Improvement Committee, with responsibilities of sustaining positive working relationships with key stakeholder groups to achieve organizational objectives
- Generate effective learning objectives in specific and measurable terms as well as describe the capacities of a learner at the conclusion of training
- Conceptualize and validate the training material in compliance with the specifications of the instructional strategy for the resolution of training gap
- Serve as 504 coordinator, responsible for determining and employing strategies to help students with their academic and behavioral problems

ADDITIONAL EXPERIENCE

XXXXXXXXXX, CARROLLTON, GA 30118

School Counselor Intern Supervisor	Aug 2012–Jun 2015
Supervisor: Name XXX-XXX-XXXX	Number of Hours: 40
Okay to contact supervisor: Yes	Annual Salary: Volunteer

- Supervised interns to ensure the completion of their assigned tasks
- Aided interns in enhancing their school counseling and behavior management skills by setting goals regarding the performance and utilizing positive mentoring practices

XXXXXXXXXX, POWDER SPRINGS, GA 30127

After School Program Director	Aug 2010–May 2012
Supervisor: Name XXX-XXX-XXXX	Number of Hours: 10
Okay to contact supervisor: Yes/No	Annual Salary: \$6,800

- Monitored the maintenance of the program budget
- Oversaw all employees and helped them in handling discipline issues
- Facilitated the ethics and conflict of interest training for staff

EDUCATION

Doctor of Education in Counseling Psychology • Sep 2017 | XXXXXXXXXXXX, SARASOTA, FL 34235
Master of Arts in School Counseling • May 2011 | XXXXXXXXXXXX, ATLANTA, GA 30314
Bachelor of Science in Elementary Education • May 2009 | XXXXXXXXXXXX, ATLANTA, GA 30314
High School Diploma • Jun 2005 | XXXXXXXXXXXX, ATLANTA, GA 30318

PROFESSIONAL DEVELOPMENT

Licensed Professional Counselor, State of Georgia • Oct 2015
Trauma Focused Cognitive–Behavioral Therapy Training • Aug 2012
Adult Needs and Strengths Assessment Training • Aug 2012
Child and Adolescents Needs and Strength Assessment Training • Jul 2012
Play Therapy Training • Mar 2011
Life Skills Training; Second Step: Violence Prevention Program Training • Sep 2010
Recognizing Domestic Violence • Feb 2009