

# First Last

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## Education

Southern Illinois University Edwardsville (SIUE)  
Bachelor of Social Work

Edwardsville, IL  
Expected: May 2023

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## Relevant Experience

### *Practicum Student*

Hoyleton Youth and Family Services

January 2022 – Present

Fairview Heights, IL

- Supervise child-parent visits and document notes to accurately reflect the visitation
- File cases in alphabetical order to ensure organization of Hoyleton's records
- Observe case managers during home visits, school visits, and court hearings
- Transport foster children to and from counseling appointments and child-parent visits

### *Volunteer*

St. John's Community Care Adult Day Program

August 2020 – August 2021

Collinsville, IL; Edwardsville, IL

- Assisted activity coordinator in running daily planned activities by directing guest speakers or musicians to correct spot, setting up the game table, and leading small breakout sessions to ensure a seamless day of fun
  - Spent time with each participant one-on-one engaging them in conversation while painting their nails and playing cards
  - Attended meetings with Licensed Clinical Social Worker that updated her on center demands and furthered education on a variety of topics
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## Work Experience

### *Barista*

Starbucks

August 2019 - Present

Edwardsville, IL

- Educate customers about the drink and food menu ensuring that every customer is satisfied with their decision
  - Stay up to date and knowledgeable on how to make every drink by checking recipe cards and communicating with shift manager
  - Maintain clean and organized space by wiping down counters, switching half-and-half craft containers, throwing away expired products abiding health code regulations
  - Demonstrate ability to effectively work in fast-paced, team oriented environment
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## Honors and Campus Involvement

SIUE Student Social Work Association, Member

August 2020 – Present

SIUE Climbing Club

August 2020 – Present

SIUE Dean's List

August 2020 – August 2021

*Sample Resume* – Please contact us for additional assistance.  
SIUE Career Development Center | (618)650-3708 | [careerdevelopment@siue.edu](mailto:careerdevelopment@siue.edu)