**Kelly R. Jones**

123 Main Street, Apt. 101

New York, New York 10001

Mobile: 202-555-1234

kellyjones@example.com

**Objective**

 Social Services/Social Worker position in the Cleveland area.

**Summary**

* Hands-on experience in the social services area
* Magna Cum Laude graduate with BS in Social Work

**Education**

 **Bachelor of Science in Social Work, May 2023**

 **Illinois State University, Normal, Illinois**

 Graduated Magna Cum Laude with a GPA of 3.6 on a 4.0 scale

 **Courses included:**

 Social Work Methods I/II/III Social Systems and Social Work Practice

 Field Education I/II/III Social Welfare and the Law

 Child and Family Services Social Work and Medical Issues

 Social Services for the Aging Social Work in Criminal Justice Settings

**Experience**

 **Administrative Assistant, May 2022-August 2022**

 **State Department of Health and Social Services, Denver, Colorado**

* Responsible for coordinating and conducting intake interviews for welfare new cases
* Assisted in developing and presenting public awareness program
* Co-authored “Using Your Food Stamps Wisely” brochure for use in state program. This brochure has now been adopted for use by seven other states

 **Staffer, May 2021-August 2021**

 **Help for the Homeless Shelter, Denver, Colorado**

* Drove van throughout the city to deliver daily hot meals to the homeless
* Assisted in coordinating volunteer help in food preparation
* Contacted churches and social service agencies to request financial and personnel support

**Activities**

* Volunteer, Homelessness Prevention Initiative, 2020-Present
* Volunteer, Crisis Hotline, 2022-2023
* Volunteer, Battered Women Shelter, 2021-2021

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