

[RESUME SAMPLE] The following resume serves only as one example of many approaches you can use to effectively convey your background and qualifications. Feel free to model the format, but be sure to use your own language and voice. Your resume should be original, customized to the target opportunity, and reflective of your unique skills, achievements, and experience.

ALMA HELPER

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EDUCATION

Columbia School of Social Work, New York, NY May 2018
Master of Science in Social Work

Amsterdam College, New York, NY May 2013
Bachelor of Arts in Psychology

EXPERIENCE

Rising Stars, Brooklyn, NY September 2017 – Present
Program Coordinator / Social Work Intern

- Provide one-to-one support, case management, and psychosocial services to cohort of 25 high school students from historically underrepresented backgrounds to ensure successful transitions to college.
- Coordinate monthly skill-building workshops focused on college and career exploration and planning, work readiness, public speaking, leadership, and financial management.
- Conduct outreach to recruit new program participants by partnering with and presenting to local schools and community-based organizations.

Summer Bridge, New York, NY June – July 2017
Program Counselor

- Led weekly professional development workshops aimed to build workplace success skills for 25 summer high school juniors and seniors interning at nonprofit and government agencies.

Columbia Community School, New York, NY September 2016 – May 2017
Social Work Intern

- Counseled middle school students individually and in groups to address socioemotional concerns affecting academic performance and behavior.
- Provided case management for students and families requiring multiple resources.

Aspira College, Bronx, NY September 2013 – August 2016
Educational Opportunity Program Counselor

- Delivered comprehensive support services to 120+ college students from historically underserved, low-income backgrounds to promote success in educational and career pursuits.
- Facilitated workshops on various topics such as goal-setting, career planning, and stress management.

VOLUNTEER ACTIVITIES

Hope College, New York, NY February 2018 – Present
Volunteer Advisor

- Guide community college students through course selection during evening walk-in hours.

Amsterdam College, New York, NY January 2014 – Present
Alumni Admissions Ambassador

- Interview prospective students and attend receptions for admitted and matriculating students.

TRAINING AND CERTIFICATIONS

- Hope College Academic Advising Institute January 2018
- Mental Health First Aid for Higher Education January 2015
- Riverside Community Center College Access Training Certification August 2013