

Jane Doe

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Relevant Skills

- Court Report writing for status and recommendations to magistrate and judges
- Monthly Summaries on client intervention and status of goals
- Monthly and Annual Report writing to display case statistics
- Advocacy skills for abused and neglected children
- Organization skills, time management skills, Scheduling of Appointments
- Computer Skills: Proficient in Microsoft word, PowerPoint and Excel; Meditech hospital computer program, data entry, and library research skills
- Victim Services Advocacy training

Education

Master of Science, May 20xx

Criminal Justice
University of Baltimore, Baltimore, MD

Bachelor of Science, 20xx

Human Services Administration
University of Baltimore, Baltimore, MD

Trainings/ Certifications

Victim Services Certified Professional, 20xx

Level I Certification

Fetal Alcohol Syndrome Spectrum Certificate, 20xx

Court Appointed Special Advocate, Baltimore, MD

Victim Services, Certificate of Completion, 20xx

Roper Victim Assistance Academy of Maryland, Baltimore, MD

Crisis Prevention Intervention Certification, 20xx

Maryland State Dept. of Juvenile Services, Baltimore, MD

Relevant Experience

Baltimore County Government, Baltimore, MD

May 20xx- Present

Case Monitor

- Interviews all court ordered offenders who are referred to Domestic Violence Referral Program
- Refers all court ordered clients to appropriate counseling services at community partners agencies
- Attends court for Violation of Probation hearings

Permission granted to use resume for sample from UB student – name and contact information changed to protect privacy

- Submit unsatisfactory termination reports when court ordered clients fail to complete counseling to the Judge and Assistant State's Attorney
- Complete monthly reports for Family Violence Unit
- Complete Annual report each year in allocation of resources for unit and captures pertinent data
- Enter client information in database to help keep statistical information
- Schedule offenders for intake- referral appointments
- Create, update, and maintain excel sheets for Domestic Violence Referral Program
- Facilitate trainings for Parole and Probation, State's Attorney's Office, Service Providers, Pre- Trial Commissioners on offenders, and Domestic Violence Referral Program

Hope Heath Systems, Baltimore, MD

Family Service Coordinator

February 20xx - May 20xx

- Visited clients in the home or community
- Recorded progress notes for each encounter with client that document: behavior, intervention, response to intervention and treatment plan
- Prepared monthly summary reports
- Maintained frequent collaboration with treatment team
- Attended trainings, including permanency plan and ready by 21 planning

Internships

Family Crisis Center of Baltimore County

Student Intern, Management

February 20xx- May 20xx

- *Created a Board of Directors development proposal*
- *Participated in creating and voting on a Brand platform for the organization*
- *Developed key indicators to assist in a dashboard to measure the success of the organization*
- *Met with Domestic Violence Shelter Coordinator to learn and understand shelter operations*
- *Discussed and developed an evaluation design for follow -up with clients*
- *Reviewed weekly Budget Snap shots to understand the role of the Executive Director*

Department of Juvenile Services, Baltimore, MD

Student Intern, Case Management Department

June 20xx- July 20xx

- Created staffing placement packets and attended staffing placement meetings
- Attended juvenile court hearings
- Attend intake, therapy appointments, and organized case files according to DJS criteria
- Shadowed youth advocate who responded to youth complaints while in detention

Volunteer Experience

Court Appointed Special Advocate (CASA), Baltimore, MD

CASA Volunteer

November 20xx - May 20xx

- Advocate for foster children by assuring the child's needs and concerns are met
- Create court reports needed for hearings in Baltimore City Juvenile Court
- Attend Individual Education Plan meetings (IEP)
- Participate in home and school visits
- Work cohesively with the Baltimore City Department of Social Services
- Attend various CASA trainings in reference to reaching goals and objectives for the children
- Attend Citizens Review Board meetings to monitor progress and offer recommends for child

Project Homeless Connect - United Way of Central Maryland, Baltimore, MD May 20xx- June 20xx

- Directed event participants to needed services and resources
- Assisted participants with required resource forms and applications

