

# Jane Doe

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## Education

**B.S Human Service Administration** Baltimore, MD  
University of Baltimore 05/2020

## Professional Experience

*Case Management Specialist* 05/2018- Present  
Maryland Department of Juvenile Services Baltimore, MD

- Gather confidential information to transition youth to and from juvenile facilities, educational institutions, and/ job placements
- Perform office automation duties to include case management
- Establish and maintain professional working relationships with coworkers, clients, and public
- Worked both collaboratively & independently to meet organizational goals
- Provided educational resources to clients with guidance from the Lead Case Management specialist

*Family Service Coordinator* 12/2016-05/2018  
Helping Others through Empowerment Baltimore, MD

- 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

*Intern* 08/2017-Present  
Helping Others through Empowerment, INC Baltimore, MD

- Communicate with staff about organization processes and procedures to develop macro level organizational operations
- Attend and coordinate outreach engagements to recruit new members
- Collaborate with staff members to create and publish an enhanced website for the organization

## Additional Experience

*Brand Ambassador* 08/2016-Present  
Banana Republic Towson, MD

*Asset Protection Assistant* 07/2013-06/2015  
Macys Annapolis, MD

## Professional Affiliations

*Member, Association for Community Organization and Social Administration* 05/2016-Present