

Jane Doe

Baltimore MD, 21209

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Phone: (XXX-XXX-XXXX)

PROFESSIONAL SUMMARY

Empathetic, driven, and motivated nonprofit professional with a strong background in domestic violence case management.

EDUCATION

University of Baltimore, Baltimore, MD

Bachelor of Art in Nonprofit Management and Community Leadership, May 2020

GPA: 3.87/4.00

Relevant Coursework: *Fundraising and Grant Writing, Nonprofit Management, Community Engagement Experience, Leadership for Social Change, Understanding for Community*

EXPERIENCE

Family Support Worker- Case Manager

June 2016- May 2018

Abilities Network, Towson, MD

- Facilitated home visits to support parents to improve the family support system and increase the family's ability to problem solve
- Supported parents in the assessment and monitoring of children's development.
- Utilized Parent's as Teacher's curriculum to facilitate age appropriate interaction between parent and child
- Obtained assessment information in a timely manner, ensuring that state required outcomes are satisfied

Program Coordinator

Inspirational Hope Inc. Baltimore, MD

March 2015- July 2016

- Individually developed 4 separate donation letters and successfully secured profitable donations for yearly Inspirational Hope Conference expenses
- Created Domestic Violence Statistics page on company website including endnote references
- Assisted with event production functions at the 2017 Men's Holistic Me workshop including creation of Men Domestic Violence Statistics page for conference packets

INVOLVMENT

Volunteer

Sheppard Pratt Hospital, Baltimore, MD

May 2015- July 2017

The Centers for Eating Disorders

- Observed and interacted with the patients during meal time and including snacks to ensure the patients receive adequate nutrition
- Served as a role model and engage with socially with the patients

Volunteer

Center for Urban Families, Baltimore, MD

July 2015- May 2015

- Trained supervised, and managed a team of 10 volunteers