

RESUME SAMPLE – FUNCTIONAL

Janet C. Smith

5009 Willow Park Drive, Austin, Texas, 78712, (512) 555-7315

Social Work

- Supported six female clients with HIV and their children with focus on medical and health issues
- Co-facilitated six-week support and educational group for parents with HIV/AIDS
- Counseled students with major/career concerns and promoted further resources
- Evaluated issues of students in order to provide appropriate student services
- Assessed needs and prepared support services for persons with developmental and physical disabilities

Planning and Organization

- Designed comprehensive support and educational group, “Parenting with HIV/AIDS”
- Developed informational handbook for clients newly diagnosed with HIV
- Organized and publicized campus events for university campus and Austin community
- Constructed national newsletter discussing federal issues of mental retardation
- Coordinated major speaking event and distinguished panel to explore disability issues

Communication

- Conversational speaking skills in Spanish language
- Taught activities to youth with and without mental retardation in Chile
- Facilitated discussions within small groups and formal settings
- Composed and presented ideas effectively for formal and spontaneous speeches
- Led and motivated organization members to achieve goals of community outreach

Education

The University of Texas at Austin May 2011
Bachelor of Social Work, Bachelor of Arts in Spanish

Universidad Catolica De Valparaiso, Chile August 2009
Spanish Courses in Literature and Grammar

Experience

Career Center, Student Assistant, University of Texas at Austin August 2008 - May 2011
HIV Services, BSW Intern, Austin/Travis Co. Health Department January 2010 - May 2011
President’s Committee on Mental Retardation, Volunteer, Washington, D.C. June 2010 – August 2010
Tukuypaj-Chile, ESL Tutor, Valparaiso, Chile June 2008-September 2009
YMCA, Youth Counselor, Valparaiso, Chile June 2007-September 2008

Community Service

The University of Texas Leadership Board, Facilitator, Interviewer, Organizer December 2010-May 2011
Mortar National Honor Society, Chair of Community Service January 2009 – May 2011
Texas Spirits, Alumni Relations September 2009 - December 2010
Best Buddies Director, Membership Coordinator September 2007 – May 2008

Honor and Affiliations

National Association of Social Workers
Mortar Board National Honor Society
Dean’s List, The University of Texas at Austin

