

# Jane Doe

Baltimore, Maryland 21201

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## Education

### **Bachelor of Science in Human Service Administration**

University of Baltimore

Baltimore, MD

05/20XX

## Professional Experience

### *Case Management Specialist*

05/20XX- 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
- Work both collaboratively & independently to meet organizational goals
- Provide educational resources to clients with guidance from the Lead Case Management Specialist

### *Family Service Coordinator*

12/20XX-Present

Helping Others through Empowerment

Baltimore, MD

- Visit clients in the home or community on a daily basis
- Record progress notes for each encounter with client that document behavior, intervention, response to intervention and treatment plan
- Prepare monthly summary reports
- Maintain frequent collaboration with treatment team

### *Intern*

08/20XX-05/20XX

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- Communicated with staff about organization processes and procedures to develop macro level organizational operations
- Attended and coordinated outreach engagements to recruit new members
- Collaborated with staff members to create and publish an enhanced website for the organization

## Additional Experience

### *Brand Ambassador*

08/20XX-Present

Banana Republic

Towson, MD

### *Asset Protection Assistant*

07/20XX-06/20XX

Macys

Annapolis, MD

## Professional Affiliations

### *Member*

05/20XX-Present

Association for Community Organization and Social Administration