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## *Masters in Social Work Resume*

**Susan SW Masters**  
4567 Social Ln, Sartell, MN 56377  
(455) 594-1700 · msw2013@gmail.com

### **EDUCATION**

**Master of Social Work** May 20XX  
St. Cloud State University (SCSU), St. Cloud, MN

- Program accredited by and in good standing with the Council on Social Work Education (CSWE)
- Work 25 hours per week while attending school full time
- **GPA: 3.50**

**Bachelor of Arts in Communication** May 20XX  
University of Minnesota Duluth (UMD), Duluth, MN

- **Minor:** Linguistics
- Named to Dean's List: last four consecutive semesters
- **GPA: 3.77**

### **RELATED COURSEWORK**

- Generalist Social Work Practice 1 & 2, Advanced Policy Practice, Social Welfare Policy
- Social Work with Marginalized Populations, Advanced Generalist Practice with Organizations
- Mental Health and Social Work Practice, Human Behavior in the Social Environment

### **RELATED EXPERIENCE**

**Mental Health Associate** August 20XX – Present  
St Cloud Hospital, St. Cloud, MN

- Upon completion, will have accomplished a total of 600 hours
- Provide direct care to patients from adolescence to geriatric with emotional and mental health disorders
- Create a family centered environment by focusing on the needs of everyone in the patients' lives

**Adult Case Manager Intern** August 20XX – May 20XX  
Central Minnesota Mental Health Center, St. Cloud, MN

- Completed a total of 300 hours
- Monitored 24 adults diagnosed with serious emotional disturbance
- Coordinated as a team to provide care and resources to clients and families effected by emotional disturbance

**Intern** January 20XX – May 20XX  
Superior Retail Solutions INC, Duluth, MN

- Improved independent thinking, cooperation, and common sense through a leadership position
- Demonstrated ability to effectively multi-task in a fast-paced environment

## ***EMPLOYMENT SUMMARY***

### **Graduate Assistant**

August 20XX – Present

School of Education, SCSU

- Support faculty members by performing research, instructional and/or administrative duties
- Advise students in the Elementary and Secondary Education program
- Assist scholarship coordinator with the Department of Teacher Development

### **Sales Associate**

May 20XX – May 20XX

Schuler Shoes, St. Cloud, MN

- Helped customers feel welcome and appreciated by building positive relationships
- Worked well as a team member by helping to uphold an optimistic attitude among team members
- Demonstrated the ability to stay positive in order to handle situations in effective ways

### **Student Life Editor**

August 20XX – December 20XX

The Statesman, UMD

- Attended conferences regarding issues that are currently of concern to readers of the newspaper
- Designed and implemented small scale opinion surveys relevant to issues being researched
- Conducted interviews with students who represented different sides of an issue

## ***ACTIVITIES AND AWARDS***

### **Member**

August 20XX – Present

Social Work Advocacy Group (SWAG), SCSU

- Participate in events like SCSU's Take Back the Night and Social Work Day at the Capitol
- Partnered with Minnesotans United for all Families to educate community members about the proposed amendment changes on the 2012 ballot

### **Vice President**

January 20XX – May 20XX

Communication Club, UMD

- Exposed communication majors and minors to what they can achieve with their education and give them tools to mature and grow
- Developed organization skills through planning events such as "Date Night," which is to promote networking skills

### **Recipient**

Spring 20XX, Fall 20XX

Graduate Dean's Distinction Scholarship, SCSU

- Earned a 3.5 grade point average in the first semester of graduate school
- Received \$2,000 over the period of two semesters

## ***VOLUNTEER EXPERIENCE***

### **Volunteer**

June 20XX – June 20XX

Central Minnesota Sexual Assault Center, St. Cloud, MN

- Committed to at least two shifts per month by taking phone calls from victims and their support people, responding to local hospitals, and working with law enforcement
- Completed 40 hour training in telephone crisis intervention and attend monthly meetings

### **Construction Volunteer**

September 20XX – September 20XX

Habitat for Humanity, SCSU, St. Cloud, MN

- Team leader for a group of 10 students; in charge of budget and free time
- Assisted in the construction of seven homes for homeless families