

# Susan SW Masters

4567 Social Lane | Sartell, MN56377 | 455-594-1700 | msw@gmail.com | www.linkedin.com/in/sally-sw

## 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
- 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**, St. Cloud Hospital, St. Cloud, MN

August 20XX-Present

- 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 ensuring they feel comfortable and are taken care of
- Create a family centered environment by focusing on the needs of everyone in the patients' lives and effectively communicating information

**Case Manager Intern**, Central Minnesota Mental Health Center, St. Cloud, MN

May 20XX-May 20XX

- Completed a total of 300 hours
- Monitored 24 adults diagnosed with serious emotional disturbance, balancing their needs by managing time effectively
- Coordinated as a team to provide care and resources to clients and families affected by emotional disturbance

**Intern**, Superior Retail Solutions INC, Duluth, MN

January 20XX-May 20XX

- Improved critical thinking and team work skills by collaborating with others on unique client requests to provide satisfactory service
- Demonstrated the ability to effectively multi-task in a fast-paced environment by meeting project deadlines for 10 clients

## EMPLOYMENT

**Graduate Assistant**, School of Education, SCSU

August 20XX-Present

- Support faculty members by performing research, instructional, and/or administrative duties accurately
- Advise students on career paths and their education in the Elementary and Secondary Education program through one-on-one appointments resulting in increased student confidence
- Assist scholarship coordinator with the Department of Teacher Development by filling appropriate paperwork with attention to detail

**Sales Associate**, Schuler Shoes, St. Cloud, MN

May 20XX-May20XX

- Helped customers feel welcomed and appreciated by building positive relationships through effective customer service practices
- Collaborated with a team by upholding an optimistic attitude which helped to increase productivity and sales
- Increased customer conversion to meet daily targets by making accurate product recommendations through effective listening skills

**Student Life Editor**, The Statesman, UMD

August 20XX-December 20XX

- Attended conferences regarding issues that are currently of concern to students in order to help create relevant articles
- Designed and implemented small scale opinion surveys relevant to issues being researched to gather a better understanding of the student body
- Conducted interviews with students who represented different sides of an issue to gain a well-rounded perspective

**ACTIVITIES AND AWARDS**

**Member**, Social Work Advocacy Group (SWAG), SCSU

August 20XX-Present

- 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 20XX ballot

**Vice President**, Communication Club, UMD

January 20XX-May 20XX

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

**Recipient**, Graduate Dean's Distinction Scholarship, SCSU

Spring 20XX-Fall 20XX

- Earned a 3.5 grade point average in the first semester of graduate school
- Received \$2000 over the period of two semesters

**VOLUNTEER EXPERIENCE**

**Volunteer**, Central Minnesota Sexual Assault Center, St. Cloud, MN

June 20XX-June 20XX

- Committed to at least two shifts per month 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 attended monthly meetings

**Construction Volunteer**, Habitat for Humanity, St. Cloud, MN

September 20XX-September 20XX

- Led a group of 10 students to achieve the construction of seven homes for families in need through effective budgeting of time and resources