

EDUCATION, HUMAN SERVICES

Resume Examples

This packet includes sample resumes for the **Education, Human Services** Career Community. These are examples of good practices in resume writing, demonstrating that you have choices you can make with formatting and style. We intentionally did not provide an example for every major or job type.



Linh Nguyen

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EDUCATION:

West Chester University of Pennsylvania, West Chester, PA

Bachelor of Arts in Psychology, May 2017

- Minor in Sociology
- GPA 3.75, Dean's List
- Member of Psi Chi (International Psychology Honor Society)
- Selected Coursework: Developmental Psychology: Lifespan; Social Psychology; Applied Behavior Analysis; Group Interventions; Infant, Child, and Adolescent Development

RESEARCH:

Department of Psychology, West Chester University

Research Assistant, September-December 2015

- Performed outreach to local families within the community
- Distributed surveys to children to assess daily lifestyle habits
- Entered and summarized data using SPSS

EXPERIENCE:

YMCA, West Chester, PA

Enrichment Program Coordinator, June 2014-Present

- Engage children, ages 4-10, in various developmental activities
- Organize games and events to encourage social interactions among children
- Collaborate with two other Program Coordinators to create weekly learning themes

The Arc of Chester County's Camp Safari, West Chester, PA

Camp Counselor, July 2014

- Coordinated outdoor activities for children with physical and intellectual disabilities
- Provided one-on-one support during recreational activities
- Communicated with families to ensure campers were given necessary assistance

Mario's Restaurant, Exton, PA

Waitress, December 2013-May 2014

- Provided excellent customer service in a family restaurant environment
- Contributed to entire restaurant team and supported other sections when short-staffed
- Trained new employees on service procedures and principles

ACTIVITIES:

Psychology Club, West Chester University

Vice President, August 2015-Present; *Member*, September 2014-Present

- Attend weekly meetings to discuss current trends in psychology
- Plan monthly activities to engage members with the local community
- Participate in various 5Ks and fundraising efforts for people with disabilities

SKILLS:

- Proficient utilizing Microsoft Word, Excel, PowerPoint, Outlook and SPSS

Riley Studies

215.555.5555

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987 Rocky Road, Glen Mills, PA 19342

EDUCATION:

West Chester University, West Chester, PA May 2017
Bachelor of Science in Liberal Studies- Professional Studies
Minors: Astronomy and Science Education

Delaware County Community College, Media, PA May 2015
Associate of Arts in Liberal Arts

RELATED EXPERIENCE:

Discovery Camp Counselor May 2015-Present (Seasonal)
The Franklin Institute, Philadelphia, PA

- Lead groups of 8-10 year-olds through a variety of science-related activities weekly
- Introduce campers to daily scientific discoveries and museum displays
- Encourage campers to participate in games and socialize for enhanced learning opportunities
- Collaborate with staff to create different weekly camp themes

Education Intern for Explorers Camp January 2016-May 2016
The Academy of Natural Sciences of Drexel University, Philadelphia, PA

- Planned activities to engage students, ages 6-12, in camp activities during spring break
- Implemented daily themes based on nature, animals, and space topics
- Developed brochures and fliers to market the camp to local schools

ADDITIONAL EXPERIENCE:

Barista December 2015-Present
Starbucks, Glen Mills, PA

- Provide excellent service to a diverse customer population
- Ensure customers receive orders in a timely manner
- Maintain a clean and organized café for customer satisfaction
- Train new staff on company policies and procedures

Sales Associate May 2013-September 2015
Target, Glen Mills, PA

- Welcomed customers and helped locate items
- Organized seasonal floor displays and stocked shelves
- Collaborated with fellow employees to promote the company mission

ACTIVITIES:

Member, Astronomy Club, West Chester University September 2015-Present

- Meet weekly to discuss current topics related to space and astronomy

Member, Earth and Space Science Club, West Chester University September 2015-Present

- Volunteer at community schools to promote science and sustainability

SKILLS:

- Proficient with Microsoft Office, Adobe Suite, Photoshop
- Fluent in Korean

EDUCATION

Bachelor of Science in Education Major: Middle Grades Preparation (4-8) December 2016

West Chester University of Pennsylvania, West Chester PA

Concentration: Reading/Language Arts

Minor: Special Education

GPA: 3.73/4.0

Cum Laude

Dean's List (all semesters)

TEACHING EXPERIENCE

Student Teacher

September-December 2016

Downingtown Middle School, Downingtown, PA

- Planned and composed eighth grade English lessons for five periods each day
- Developed and implemented an interactive unit for the novel *Roll of Thunder, Hear My Cry*
- Collaborated and cooperated with mentor to adopt daily classroom responsibilities and lessons
- Differentiated lessons for a variety of instructional and behavioral needs (including IEP progress)
- Guided students to work collaboratively in groups while maintaining the classroom's discipline
- Volunteered to help students in the Shakespeare Club, an afterschool theater club

Camp Counselor

June 2013-August 2016

ESF Summer Camp, Bryn Mawr, PA

- Worked with a team of education professionals to provide an enjoyable and memorable summer camp experience to middle-school-aged children
- Collaborated with colleagues on daily activities and responsibilities
- Supervised a group of campers with special attention to behavior and group management, health, safety, security, and personal and skill development

Assistant Teacher

February 2011-May 2016

The Malvern School, Malvern, PA

- Cared for and educated children from the ages of infancy to 5 years
- Collaborated with different teachers in order to monitor children and obtain teacher/child ratios

Field Experience

January 2013-May 2016

Various Locations, PA

- *Haverford Middle School, Haverford, PA: Reading Practicum, Seventh Grade*
- *Stetson Middle School, West Chester, PA: Assessment for Learning – Middle Grades, Eighth Grade*
- *Beverly Hills Middle School, Upper Darby, PA: Learning Support, Fifth & Sixth Grades*
- *Downingtown Middle School, Downingtown, PA: Students with Exceptionalities, Sixth Grade*
- *Patterson Elementary School, Philadelphia, PA: Theory and Field Placement, Fourth Grade*

LEADERSHIP EXPERIENCE

Homecoming Committee West Chester University, Chair, October 2015; Member, October 2014

State Farm Executive Leader Series, West Chester University, Participant, April 2015

Student Government Association, April 2015-April 2016; Best New Senator Award, April 2016

SHONDA N. JACKSON

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Newtown, PA 18441

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EDUCATION

West Chester University West Chester, PA May 2017
Certification in Professional and Secondary Education: Biology, 7-12

- Cumulative GPA 4.0

University of Scranton Scranton, PA May 2008
Bachelor of Arts in Communication with Minor in Business

- Cumulative GPA 3.5, Cum Laude

EXPERIENCE

Spring-Ford Area High School Royersford, PA January 2017-Present
Student Teacher

- Work with 100+ students in 10th, 11th, 12th Grade Biology classes ranging from a basic to AP level
- Provide opportunities for students to learn via hands-on activities in laboratory assignments and exploratory activities while ensuring lab safety measures were met
- Design small groups on reading to help students learn from their peers
- Participate in staff meetings including professional development in the following areas: Running Records Skill Development, Guided Reading, Differentiated Instruction, Inclusive Classroom, Choice Boards
- Differentiate lessons to meet needs of all students

WCU-General Biology Classes West Chester, PA August 2016-December 2016
Teacher's Assistant

- Arranged lab equipment before sessions and ensured proper safety measures
- Answered questions and helped facilitate lab activities
- Taught Molecular Genetics lab to three sections of approximately 90 students

Downingtown School District Downingtown, PA January 2016-May 2016
Private Tutor in Biology and Algebra I

- Provided individual instruction for secondary students in fundamental math and science courses
- Created enrichment activities to help each student retain information
- Advised students on proper study skills in addition to content

Peirce Middle School West Chester, PA August 2015-December 2015
Student Observer

- Observed two middle school science teachers
- Taught two lessons on Newton's First Law of Motion
- Participated as Science Olympiad Tutor to encourage problem solving and collaboration amongst team of 15 student members

OTHER EXPERIENCE

The Painted Printer, Inc. Collegeville, PA October 2011-December 2012

Graphic Designer/Prepress/Typesetter

- Designed and edited files for printing
- Performed direct customer contact and collaboration for orders
- Used organization and time management skills to ensure timely completion of products
- Provided solutions for network connectivity issues

Graphics Guru Paoli, PA August 2009-October 2011

Job Outputting/Typesetter

- Typesetting, pre-press preparation and outputting using design programs, including; job layout, job outputting using film processors, poly-plate or paper-plate makers, scanning, formatting files for color separated printing, working with eps, pdf, tif and other design program files, editing files where needed
- Managed accounts through use of Quick Books
- Performed office organization and management

Altus Group Philadelphia, PA August 2008-June 2009

Traffic and Production Manager

- Managed all company projects from design to completion
- Planned schedules for all projects in creative department
- Bid, negotiated and managed all external vendors
- Assisted account executives with writing production proposals

COMMUNITY SERVICE

Catholic Social Services Springfield, PA March 2013-August 2013

Volunteer

- Fulfilled orders for basic needs for low-income families with children under 3 years old
- Trained in Safe Environment Program for Child and Youth Protection

Girls on the Run 5K Downingtown, PA December 2012, 2013, 2014

Volunteer, Course Marshall

- Ensured safety of participants by mapping the course and helping runners navigate the landscape

SKILLS

- *Education-related Technology:* Proficient knowledge of SmartBoards and iPads
- *General Computer:* Proficient knowledge Microsoft Excel, PowerPoint and Word
- *Language:* Basic knowledge of Spanish (written and verbal)

Chris Applicant

123 Main Street
West Chester, PA 19380
(484) 111-1111
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Education

Bachelor of Social Work, May 2017
West Chester University of Pennsylvania, West Chester, PA

Social Work Experience

Social Work Practicum

Keystone Charter High School, Philadelphia, PA

September 2016 - present

- Provide individual assessment of diverse teenagers diagnosed with learning disabilities and behavioral disorders
- Co-facilitate sessions of a peer mentoring program for teen girls to encourage self-esteem and teamwork
- Collaborate with team of social workers and observe meetings between social workers, faculty and parents to develop individualized plans for students
- Developed and implemented various forms of games and play to develop participants' self-confidence and social skills

Related Experience

Lead Counselor, Counselor-in-Training Program

XYC Summer Camp, Lake Winston, VT

Summers 2014 - 2016

- Prepared twelve youth ages 14-16 to become responsible summer camp counselors
- Developed daily classes that implemented lecture, group activities, and discussion to develop responsibility and leadership
- Led hiking, biking, and other outdoor activities to build teamwork and confidence

In-Home Child Care

Various Employers

August 2012 - May 2015

- Provided care to children, from infants to 10 years old
- Engaged children in social, educational, and recreational activities and assisted two children with mathematics and reading aptitude

Language Proficiency

Spanish (reading, writing, and speaking)

Other Skills and Interests

CPR, AED, & First Aid Certification (June 2014)
Microsoft Word, Excel, PowerPoint, Outlook
Hiking, rock climbing, kayaking

SONIA SANCHEZ

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EDUCATION

West Chester University of Pennsylvania, West Chester, PA

Master of Science in Higher Education Counseling and Student Affairs, May 2017

- Council for Accreditation of Counseling & Related Educational Programs (CACREP) Accredited Program
- GPA: 3.86

Chestnut Hill College, Chestnut Hill, PA

Bachelor of Science in Psychology, May 2012

HIGHER EDUCATION EXPERIENCE

Learning Assistance & Resource Center, West Chester University

Graduate Assistant, August 2015 – present

- Provide support to daily operations including tutor registration, directing telephone inquiries, and assisting with walk-in students.
- Design and facilitate workshops on study skills, time management, note taking, test taking, and essay writing for first- and second-year students.
- Design fliers and e-mail marketing materials to cultivate workshop participants.
- Assist the Director with research for grant proposals to fund academic support programs.

Twardowski Career Development Center, West Chester University

Counseling Practicum, January – May 2016

- Met one-on-one with students during appointments and drop-in hours to assist with resume writing, networking and interviewing techniques.
- Instructed students on how to utilize Ram Career Network, an online career services management system for job postings and related resources.
- Conducted a special assessment project to measure student satisfaction with workshops. Facilitated a focus group to gather qualitative data to complement online survey.
- Contributed to team activities during career fairs and other campus events, primarily assisting students with questions about the event and the career center.
- Presented a workshop on professional etiquette during the 25th Annual Leadership Experience for West Chester University student leaders.

Northeast Academic Support Services Association Annual Conference, Boston, MA

Graduate Staff Member, February 2016

- Gathered and organized all materials and coordinated the entire online registration process for 600 participants. Staffed and led the on-site registration with a team of 10 volunteers.
- Participated in evening NASSA Conference Staff Meetings, focused on ensuring smooth conference operations and to correct any unexpected problems that arose during the day session.
- Introduced program presenters and collected session evaluations.

ADDITIONAL EXPERIENCE

Target, Exton, PA

Store Manager, June 2012 – May 2014

- Recruited into Store Management Trainee program and progressed to leadership role within 16 months.
- Drove sales by overseeing the guest service and merchandising of two departments with sales ranging from \$2 - \$3 million.
- Supervised leadership team and conducted daily floor personnel meetings.
- Acted as leader on duty, as well as opened and closed the store on assigned days.
- Assisted with recruiting and hiring of sales associate team.
- Received extensive training as part of store executive leadership experience.
- Ensured excellent service by interacting with guests and team members.
- Regularly achieved sales goals and maintained budget controls.

COMMUNITY SERVICE

Habitat for Humanity, Philadelphia, PA

Build Site Volunteer, February – August 2011

- Performed framing, roofing, siding, trim work, painting, and landscaping as a periodic participant on weekends.

Horizons for Homeless, Philadelphia, PA

Volunteer, May – August 2010

- Interacted and played with children living in family homeless shelters and domestic violence shelters throughout eastern Pennsylvania.

ACTIVITIES

- West Chester University Bear Fair Committee, Member (2015)
- Delta Gamma Zeta Service Fraternity, Vice President (2011-2012), Member (2009-2012)

HONORS

- Chi Sigma Iota, Counseling Academic & Professional Honor Society, Member (2016-present)
- Recipient of Who's Who of American Colleges and Universities Award (2012)
- Recipient of Chestnut Hill College Volunteer of the Month (April 2012)

PROFESSIONAL ASSOCIATIONS

- American College Personnel Association (2015-present)
- American Counseling Association (2015-present)

Suzy Social-Worker

45 Peachtree Lane, Abington, Pennsylvania
(555)123-4567 / SS987654@wcupa.edu

Education

West Chester University West Chester, Pennsylvania

Master of Social Work, May 2016

Licensed Social Worker

Child Abuse Clearances/Criminal Background Check

University of Delaware Newark, Delaware

Bachelor of Arts in Psychology May 2014

Dean's List: Fall 2013, Spring 2014

Chi Omega Fraternity member

Panhellenic Recruitment Counselor

Social Work Internships

Bensalem Township School District Bensalem, Pennsylvania

Social Work Field Practicum, September 2015 to May 2016

- Provided case management services to students and their families, on issues ranging from attendance, grades, suspected abuse and/or neglect, drug and alcohol use, insurance needs, medical needs, housing needs, and behavioral and mental health concerns
- Co-facilitated the Y-Star group, a psycho-educational group teaching life skills to middle-school students in order to promote positive conflict resolution skills and decision making strategies
- Attended a variety of community organization meetings, including Bucks County Truancy Reduction and Curfew for Kids, Building a Better Bensalem, and the Bucks County Direct Services Coalition
- Attended weekly Instructional Support Team meetings at the Bensalem Township High School
- Served as part of the Bensalem Mental Health Team and attended bi-monthly meetings

The Network of Victim Assistance Doylestown, Pennsylvania

Social Work Field Practicum, September 2014 to May 2015

- Served as a victim advocate, accompanying victims of crime to criminal court proceedings and to police and district attorney interviews
- Co-facilitated a support group for high-school age victims and observers of interpersonal violence
- Provided short-term crime victim counseling to Bucks County students

Customer Service Experience

The Innflight Steak & Seafood Grille Abington, Pennsylvania

Server October 2013 to Present

- Serve in a variety of positions, including hostess, until ultimately designated a top-level server

Café America Doylestown, Pennsylvania

Food Service/Manager Summer 2011, 2012, 2013

- Worked in all capacities of this small café, including cashier, food preparer, server, and manager

Professional Memberships

- Member of National Association of Social Workers-Pennsylvania Chapter

Marcus P. Graduate

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TEACHING EXPERIENCE

Montgomery Elementary School, Lansdale, PA

July 2013 – current

6th Grade Teacher

- Develop and implement daily and unit lesson plans, administer testing, track and analyze class performance.
- Conduct group and one-on-one math, reading and writing activities.
- Fostered a classroom environment conducive to learning and promoting excellent student engagement.
- Collaborate with other team members to guide and track student success and devise plans for improvement.
- Communicate with parents and families during parent conferences and IEP meetings.
- Successfully designed and implemented a behavior plan for the classroom.
- Tutor and mentor 2nd and 3rd graders enrolled in an after-school program.

Orchard Park Elementary School, Exton, PA

August 2012 – May 2013

Long-Term Substitute Teacher

- Educated 5th grade children working in mathematics, the resource room, and as a consultant teacher for science.
- Created and implemented math lessons adopted from 5th grade curriculum guides to meet individual learning styles and student comprehension levels.
- Developed hands-on activities to enhance lesson understanding and encourage peer-to-peer collaboration.
- Provided 1:1 assistance through after-school tutoring and mentoring sessions.
- Communicated effectively with parents on student progress, including areas of strength / weakness as well as behavioral and emotional considerations.
- Participated actively in all staff meetings and teacher workshops.

West Philadelphia Elementary School, Philadelphia, PA

Student Teacher

January 2012 – May 2012

- Designed and taught lessons in math, science, social studies, and reading curricula in 6th grade classroom.
- Created and implemented interdisciplinary literature study based on international theme.

EDUCATION

West Chester University, West Chester, PA

Bachelor of Science in Elementary Education, May 2012

- Graduated Magna Cum Laude: GPA 3.73
- PA Certification: Elementary Education K-6, Middle School Mathematics 7-9

Delaware County Community College, Media, PA

Liberal Studies with coursework focus in Education and Graphic Design

ADDITIONAL EXPERIENCE

Outback Steakhouse, Trooper, PA

October 2007 – January 2009

Server/Host

- Ensured customer satisfaction by providing welcoming and friendly customer service and by utilizing excellent interpersonal and communication skills.
- Collaborated with team members to efficiently manage peak service times without extending the service wait times for customers.

The Painted Printer, Inc., Collegeville, PA

May 2006 – August 2006

Graphic Designer/Typesetter

- Designed and edited files for printing.
- Completed a professional development series focused on specialized software skills for graphic design and printing.
- Communicated with customers, performed administrative tasks such as updating customer contact database, and performed computer troubleshooting.

SKILLS

- Microsoft Excel, Word, PowerPoint, Outlook, and SharePoint
- Adobe Creative Suite, CorelDRAW
- Social media platforms including Twitter, Instagram, and Facebook