

MICHELLE JONES

123 University Drive, Fargo, ND 58102 | (23) 456-7890 | michelle.jones9@ndsu.edu

OBJECTIVE

To obtain a full-time Social Worker position as part of Cass County Social Services' Child Protection division.

EDUCATION

Minot State University

Bachelor of *Social Work*

GPA: 3.75 / 4.0, Dean's List (6/7 Semesters)

Minot, ND

Anticipated Graduation: **May 20XX**

North Dakota State University

Bachelor of Science in *Human Development and Family Science*

GPA: 3.75 / 4.0, Dean's List (6/7 Semesters)

Fargo, ND

Anticipated Graduation: **May 20XX**

FIELD EXPERIENCE

North Dakota Autism Center, Inc.

Social Work Intern

West Fargo, ND

January 20XX - Present

- Demonstrate strong communication skills when working with clients and coworkers to ensure quality care and therapy needs are provided
- Showcase positivity, patience, and compassion when working with clients in order to provide them with an enjoyable, productive experience to help them achieve their full potential
- Exhibit excellent organizational skills when managing multiple skills building projects at once
- Develop adaptability by working through new and unfamiliar situations while maintaining a calm demeanor and representing the Autism Center well

WORK EXPERIENCE

North Dakota State University Wellness Center Child Care

Child Care Assistant

Fargo, ND

August 20XX - December 20XX

- Improved teamwork abilities by collaborating with coworkers in order to maintain a fun, constructive, and safe environment for the children
- Displayed leadership by setting a positive example for children and encouraging them to do their best
- Established conflict-management skills by resolving disagreements between children while maintaining a positive, patient attitude

INVOLVEMENT

North Dakota State University Student Social Work Organization

Vice President

Fargo, ND

May 20XX - Present

- Coordinate professional development events such as guest speakers and networking opportunities
- Manage and facilitate monthly meetings for 30+ members in the absence of the President
- Participate in community service events to support local nonprofits throughout the Fargo-Moorhead area

CERTIFICATIONS

- **North Dakota Licensed Social Worker** Anticipated: **June 20XX**
- **American Red Cross CPR Certified** Valid through **September 20XX**
- **American Red Cross First Aid Certified** Valid through **September 20XX**