**Helen Helper**

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**Education**

Chestnut Hill College, Philadelphia, PA

*Bachelor of Science in Human Services* May 20xx

Minor: Criminal Justice

GPA: 3.4

*Related Coursework*: Child Welfare, Human Behavior and the Social Environment, Juvenile Delinquency, Criminal Law, Theory and Practice of Counseling

**Related Experience**

**RSM Agency, Inc.,** Philadelphia, PA

*Life Skills Volunteer* September 20xx - Present

* Provide a range of direct services for the care and rehabilitation of delinquent youth
* Maintain the physical care and safety of residents as well as the integrity of building security
* Instruct and monitor 25 residents during structured daily activities
* Assist with the development of treatment goals for residents; implement treatment plans under the supervision of Life Skills Coordinator

**Residence Life**, Chestnut Hill College, Philadelphia, PA

*Resident Assistant* August 20xx- Present

* Submit weekly time reports and attend weekly staff meetings
* Assist with resident check-in and check-out procedures and health safety inspections
* Plan and implement programs based on the interests’ of students, and serve as a constant resource for students

**Child and Family Social Services,** Philadelphia, PA

*Intern* January 20xx - May 20xx

* Taught independent-living skills to expectant adolescent mothers; average independent caseload of approximately 5 mothers
* Co-facilitated support group of 15 mothers meeting weekly for 1 hour
* Assessed and evaluated programming as part of 5 person team
* Trained new staff members; including intake procedures, paperwork and programming

**Skills**

Microsoft Office XP; Adobe Acrobat; Microsoft Outlook, Conversant in written and spoken Spanish, CPR and First Aid Certified

**Volunteer Activity**

* Ronald McDonald House 20xx - Present
* Boys and Girls Club 20xx - Present
* Habitat for Humanity May 20xx
* SEARCH Retreat Leader 20xx
* Relay for Life Participant 20xx