

Peggy Pen

600 Park Street
Hays, KS 67601

555-555-5555
peggypen@fhsu.edu

OBJECTIVE	To obtain a position that will utilize my educational background and provide experience in the field of social work.	
EDUCATION	B.S. in Social Work , May 2015 Fort Hays State University, Hays, KS	
RELEVANT EXPERIENCE	Practicum , January 2015-May 2015 Living Independently in Northwest Kansas, Hays, KS <ul style="list-style-type: none">• Establish rapport, good listening and patience skills with consumers who may have a disability• Give support at a variety of support groups• Familiar with intake, assessment, and referral• Work with adults and children with disabilities Personal Assistant , August 2013-January 2015 Developmental Services of Northwestern Kansas, Hays, KS <ul style="list-style-type: none">• Worked with children and adults• Encouraged household tasks and assisted with community activities• Assisted with hygiene, medications, and behavioral outbursts	
SPECIAL TRAINING	HIPPA Blood Borne Pathogens	OSHA Test Sexual Abuse Prevention
RELATED COURSES	Introduction to Counseling Introduction to Group Counseling Social Work and the Law Ethical Standards and Practices Methods of Social Research	
HONORS/ AWARDS	Dean's Honor Roll Sociology Award of Excellence Fort Hays Foundation Scholarship	
VOLUNTEER ACTIVITIES	American Legion Women's Auxiliary Midwest Deutsche Oktoberfest National MS Walk-FHSU Tigers in Service American Red Cross Blood Drive	
REFERENCES	Available upon request	

Your Name

600 Park St.
Hays, KS 67601

785-628-5555
name@yahoo.com

EDUCATION

L.B.S.W., Social Work, December 2014
Fort Hays State University, Hays, KS
4.0 on a 4.0 Scale

Addictions Counselor Certificate, December 2012
Dodge City Community College, Dodge City, KS
3.5 on a 4.0 Scale

QUALIFICATIONS

- Certified Alcohol and drug counselor
- Ability to complete paperwork required by state agencies
- Trained in grant proposal writing
- Completed an in-depth feasibility study concerning health insurance
- Case management of clients
- Accessing and coordinating community resources
- Familiar with Spanish

PROFESSIONAL EXPERIENCE

SAPTR Certified Addictions Counselor, January 2012-Present
New Chance, Inc. Dodge City, KS

- Conduct individual and group therapy sessions
- Complete Intakes
- Conduct Evaluations
- Complete Assessments
- Maintain Client Records
- Develop Case Plans and Treatment Plans

Camp Counselor, Summer 2011
Summer Blast Day Camp, Hays, KS

- Supervised and coordinated activities for youth grades K-5

MEMBERSHIPS AND PUBLICATIONS

- Subscribed to Counselor
- Subscribed to Journal of the National Association of Social Workers
- Member of Social Work Club, Fort Hays State University
- Member of the Kansas Association of Addiction Professionals
- Member of the National Association of Social Workers
- Member of Kansas Chapter of the National Association of Social Workers

REFERENCES

Available Upon Request