

ELIZABETH TAYLOR

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OBJECTIVE: To secure a position in the social work field utilizing a combination of strong human development skills and extensive internship experience while offering continued personal and professional growth.

EDUCATION:

University of Michigan Flint, MI
Bachelor of Social Work Degree 9/2006 - Present
Named to Dean's List each semester

Mott Community College Flint, MI
Associate in Applied Science Degree 5/2006
Major: Social Work Technician

SKILLS AND EXPERIENCE:

Social Work/Human Service

- Supervised youth in crisis and monitored activities
- Assessed and diagnosed client needs, and established eligibility for benefits and services
- Explained safety program, resources and coping mechanisms to clients
- Developed and presented clinical education programs including assertiveness training, stress management, sexual assault prevention and goal setting
- Performed intake assessments

Caregiving

- Assisted residents with daily living and leisure activities
- Monitored and helped in administering client medications
- Transported residents to medical appointments

Customer Service

- Adept at handling confrontational situations, resolving them appropriately
- Established a reputation for highly reliable and personalized service
- Answered multi-line phone system

ADDITIONAL SKILLS:

- Computer: Proficient in Microsoft Word, Excel, PowerPoint, Access
- Languages: Fluent in Spanish and Russian
- Abilities: Strong analytical, organizational, counseling and case management skills

EMPLOYMENT HISTORY:

<i>Social Work Internship</i>	The Refugee Assistance Program, Detroit, MI	5/2008-present
<i>Caseworker Internship</i>	YWCA, Flint, MI	1/2006-5/2006
<i>Volunteer</i>	American Red Cross Blood Drive	6/2003-12/2005

AFFILIATIONS:

- U-M Social Work Club (community service organization)
- Habitat for Humanity

REFERENCES: Available Upon Request