

# ***[YOUR NAME HERE]***

2000 Valley Club Drive • Ann Arbor, MI • 48104  
(123) 456-7890 • CombinationResume@umich.edu

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## **SUMMARY**

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Dedicated social work professional with strong clinical skills; experience in medical settings, working with patients on issues of grief and loss, chronic illness, and end-of-life concerns.

## **EDUCATION**

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**University of Michigan**, Ann Arbor, MI  
MSW, Expected Graduation December 2009  
Interpersonal Practice in Health Concentration

**Grand Valley State University**, Grand Rapids, MI  
BSW, Psychology Minor, May 2008  
Magna Cum Laude

## **CLINICAL SKILLS**

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- Performed comprehensive psychosocial assessments of patients
- Provided ongoing support, education, advocacy, and psychosocial interventions to patients in outpatient and inpatient settings
- Communicated patient needs social work recommendations to interdisciplinary team members
- Completed appropriate and timely documentation according to compliance guidelines
- Collaborated with patients and patients' therapists to monitor and document client progress on social work treatment recommendations

## **ADMINISTRATIVE SKILLS**

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- Organized and co-lead several community memorial services with upwards of 40 participants
- Represented tertiary educational institution at board meetings, external conferences, and career fairs
- Assisted with event planning and promotional materials for trainings, orientations, and ceremonies for tertiary educational institution
- Facilitated meetings between students and faculty, student meetings, and events
- Assisted with fundraising activities and donations to local organizations

## **RESEARCH SKILLS**

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- Assisted in the development of the Quality Relationship Scale for Youth and Adults for agency mentoring program, which resulted in program use on a national scale and publication on the internet
- Participated in focus groups for information gathering, assisted with research and assessments, and transcribed data for an inclusion training of over 400 employees
- Coded qualitative research data on the personal qualities, capacities, and behaviors associated with professional competence in social work practitioners as a part of an inter-rater reliability team
- Assisted faculty with professional academic research and classroom materials, including data analysis, entry, and collection; the development of research tools; and transcription

# ***COMBINATION RESUME***

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## **PROFESSIONAL EXPERIENCE**

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### **University of Michigan Hospital, Ann Arbor, MI**

Medical Social Work Intern, Adult Liver Transplant, August 2008-Present

- Counsel patients on the psychosocial impacts of chronic illness
- Communicated recommendations to endorse or defer listing of patients on the transplant waiting list, within an interdisciplinary team setting
- Actively work with patients denied listing for psychosocial reasons to overcome barriers and work toward a re-evaluation for placement on the transplant waiting list

### **University of Michigan School of Social Work, Ann Arbor, MI**

Graduate Student Staff Assistant, Office of Student Services, August 2008-Present

- Assist graduate student with resumes, cover letters, job searches, and interviewing skills in preparation for the professional job market
- Develop career-related materials for publication on the School of Social Work website
- Design website format and content with team members

### **Hospice of Michigan, Grand Rapids, MI**

Medical Social Work Intern, Grief Support Services, August 2007-May 2008

- Conducted planning for and co-facilitated separate grief support groups for children, youth, and adults, each in a 5-week series
- Completed bereavement assessments and brokered services for bereaved clients
- Created psycho-educational materials for group and community activities

### **Grand Valley State University School of Social Work, Grand Rapids, MI**

Office Assistant, August 2004-May 2008

- Supervised and trained Graduate Assistants
- Maintained personnel files for faculty, staff, and students
- Advised current and prospective students on field and admissions applications, admission interviews, and course requirements

## **VOLUNTEER EXPERIENCE**

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### **Hospice of Michigan, Grand Rapids, MI**

Grief Support Services and Patient Care, August 2005-Present

### **BSW Student Organization at GVSU, Grand Rapids, MI**

President, January 2007-December 2007

### **S.A.F.E. Place, Battle Creek, MI**

Domestic Violence Case Aide, February 2004-August 2004

## **AWARDS, HONORS, & AFFILIATIONS**

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- University of Michigan School of Social Work Dean's Merit Mission Scholarship, 2008
- Outstanding Student of the Year Award, Received from GVSU social work faculty, 2008
- Outstanding Student of the Year Award, Received from GVSU social work students, 2008
- Grand Valley State University Dean's List, 2004 & 2006
- National Association of Social Workers, 2007-present

- Phi Kappa Phi National Honor Society, 2008-present
- Phi Alpha National Honor Society for Social Workers, 2008-present

Example