

TAMMY TROJAN, MSW (2015)

669 W. 34th Street | Los Angeles, CA 90089 | tammytrojan@usc.edu | 213 - 555 - 5555

EDUCATION

University of Southern California

Master of Social Work

Concentration: Families & Children; Sub-Concentration: School Settings (PPSC)

Dean's List

Los Angeles, CA

Expected May 2015

University of California, Davis

Bachelor of Arts, Sociology; Cum Laude

Davis, CA

June 2010

UC Davis Study Abroad – London, England

Spring 2007

SKILLS

Computer: Proficient in Microsoft Word, Access; Familiar with Excel, C++, Website Design

Languages: Fluent: French (written and verbal); Conversational: Russian

TRAININGS

Problem Solving Therapy (PST), Motivational Interviewing (MI)

CERTIFICATIONS

Basic Life Support (BLS) Certified

Expires June 2016

RELEVANT EXPERIENCE

Children and Family Service Center

Clinical Social Work Intern

Los Angeles, CA

September 2014 - present

- Interview and complete assessments of at-risk youth, ages 10-17, utilizing motivational interviewing techniques
- Co-facilitate anger management and social skills groups for adolescent males
- Educate teens about dating violence through workshops in-house and through outreach at local high schools
- Conduct independently weekly family support groups that average 20 participants per session
- Collaborate with the Center Director to evaluate existing programs and design a survey and conduct focus groups to improve and increase attendance and participation

Vista Non-Public School

Social Work Intern

Vista Del Mar, CA

September 2013 – May 2014

- Conducted psychosocial assessments on adolescent students (ages 10 -14) with developmental and physical disabilities to identify clinical risk areas; maintained a caseload of 5 students
- Arranged and co-led conferences with parents and their child to discuss concerns and provide community resources
- Collaborated with teachers, counselors and parents to establish goals for students in an Individualized Educational Plan (IEP)

LEADERSHIP EXPERIENCE

International Social Work Caucus – USC School of Social Work

Chair (2014 – present)

Los Angeles, CA

August 2012 – present

- Conduct presentations to approximately (give approximate number) incoming MSW students at the Summer Welcome event about the mission and purpose of the caucus
- Fundraised (give approximate amount) to provide a scholarship to a student committed to international social work
- Advocate for international social justice concerns at the California State Capitol for “Legislative Lobby Days”

TOMMY TROJAN, MSW Candidate

669 W. 34th Street | Los Angeles, CA | 90089 | 213 – 444 – 4444 | ttrojan@usc.edu

SUMMARY

- Established marketing professional transitioning to social work to develop/strengthen community programs with local school districts

EDUCATION

University of Southern California

Master of Social Work

Concentration: Community Organization, Planning and Administration

Los Angeles, CA

Expected May 2015

University of California, Berkeley (Haas School of Business)

Bachelor of Science, Business Administration

Berkeley, CA

June 2002

RELEVANT EXPERIENCE

National Alliance on Mental Illness (NAMI)

Planning & Development Intern

Los Angeles, CA

September 2014 - present

- Assist program manager in developing and strengthening new and existing community partnerships
- Help organization secure \$2 million in funding for two programs through grant writing with program manager
- Contribute program design ideas to agency's largest community program that will be implemented next year
- Initiate a new program for veteran and mental illness through literature review, survey design and focus groups
- Collaborate with a team of 3 to perform ongoing research, data collection, and analysis to help improve current programs; will present findings to Directors and Board Members

Joe Smith Mental Health Center

Social Work Intern

Inglewood, CA

September 2013 – May 2014

- Conducted psychosocial assessments on adults diagnosed with DSM IV Axis I, II and substance abuse problems
- Provided individual therapy utilizing motivational interviewing techniques for veterans and older adults
- Assisted clients with case management services such as housing, and Medi-Cal and disability applications
- Co-facilitated two separate support groups for clients and caregivers/loved ones

LEADERSHIP EXPERIENCE

International Social Work Caucus – USC School of Social Work

Chair (2014 – present)

Los Angeles, CA

August 2012 - present

- Present to approximately (enter number) incoming MSW students at the Summer Welcome event about the mission and purpose of the caucus
- Fundraised (enter amount) last year (through special events and programs) to provide a scholarship to a student committed to international social work
- Advocate for international social justice concerns at the California State Capitol for “Legislative Lobby Days”

OTHER WORK EXPERIENCE

Saturn Food Company

National Marketing Manager (2005 – 2011)

Chicago, IL

July 2002 – July 2011

- Began as a marketing intern and was promoted to manager within 3 years
- Created a \$4 million “Healthy Planet” campaign that focused on organic foods in all compostable packaging
- Launched the campaign in the major grocery chain stores and organic markets in 40 states
- Developed and established partnerships with 300 elementary, middle and high schools to promote healthy eating and eco-friendly education

Military Resume Sample: Non-Veteran

TERI TROJAN, MSW (Expected 2015)

669 W. 34th Street | Los Angeles, CA 90089 | tammytrojan@usc.edu | 213-555-5555

EDUCATION

University of Southern California

Master of Social Work

Concentration: Families & Children

Sub-Concentration: Military Social Work and Veteran Services

Los Angeles, CA

Expected May 2015

University of California, San Diego

Bachelor of Arts, Sociology

San Diego, CA

June 2010

SKILLS

Computer: Proficient in Microsoft Word, PowerPoint, Outlook; Familiar with Excel, Adobe Photoshop

Languages: Fluent: Spanish; Conversational: Italian

TRAININGS

Military Culture, Practices and Family Therapy, Cognitive Behavioral Therapy (CBT), Problem Solving Therapy (PST), Motivational Interviewing (MI)

CERTIFICATIONS

CPR and First Aid Certified

Expires July 2015

RELEVANT EXPERIENCE

Mental Health Network Government Services

Military & Family Life Consultant Program

Child & Youth Behavioral Program Social Work Intern

Los Angeles, CA

September 2014 - present

- Observe, participate and engage in activities with children and youth ages 2-18, that has a parent(s) that are deployed with presenting issues such as depression, separation anxiety, or behavioral inconsistencies.
- Provide coaching, guidance and support in classrooms, camps or Family Care Centers settings.
- Conduct outreach to parents at group meetings in order to provide additional services or community resources.
- Co-facilitate psycho-educational groups at Child and Youth Centers.

Country Villa Health Services

Palliative Care Social Work Intern

North Hollywood, CA

September 2013 – May 2014

- Performed psychosocial assessments on newly diagnosed terminally ill in a 117-bed facility.
- Conducted needs assessment on patients who displayed signs of loneliness, depression, suicide, and social support.
- Provided active listening and utilized MI techniques; caregiver relief and social interaction for patients.

LEADERSHIP EXPERIENCE (These headings will be different for each person.)

Military Social Work Interest Group (MilSWIG) – USC School of Social Work

Community Outreach Coordinator (2014 – present)

Los Angeles, CA

August 2012 - present

- Participate in monthly Veteran Collaborative Meetings to stay abreast of the veteran population immediate needs within the community in order to promote the welfare, social interest, education, outreach, and to better support military service members, veterans, and their families.
- Collaborate with agencies such as Family Resiliency Training™ for Military Families (FOCUS) and Bright Horizons to bring awareness to programs that support the family members of troops who are deployed.

Spouses of active duty service members may have experience volunteering for the Family Readiness Group; this would go under "Volunteer Experience".

TREVOR TROJAN, MSW Candidate

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SUMMARY (optional)

- United States combat veteran with eight years of service transitioning to military social work.

EDUCATION

University of Southern California

Master of Social Work

Concentration: Mental Health

Sub-Concentration: Military Social Work and Veteran Services

Los Angeles, CA

Expected May 2015

University of California, Riverside

Bachelor of Arts, Psychology

Riverside, CA

June 2002

TRAININGS

Military Culture, Practices and Family Therapy, Motivational Interviewing (MI), Problem Solving Therapy (PST), Eye Movement Desensitization and Reprocessing (EMDR), Cognitive Processing Therapy (CPT), Prolonged Exposure (PE), Military Sexual Trauma (MST)

MILITARY SOCIAL WORK EXPERIENCE *(These headings will be different for each person.)*

West Point Mental Health Clinic

Clinical Social Work Intern

Los Angeles, CA

September 2014 - present

- Provide individual and group therapy utilizing CPT and PST to OEF/OIF/OND veterans with issues such as PTSD, anger management, and depression
- Conduct psychosocial assessments for clients who may be homeless and co-occurring conditions including but not limited to substance abuse issues, anxiety,
- Educate veterans and their families on services and community resources available to them via workshops, group sessions, and phone consultations

ABC Community School

Social Work Intern/Case Manager

Los Angeles, CA

September 2013 – May 2014

- Conducted intakes of at risk youth (ages 8 to 15) who were referred to the counseling center that presented behavioral issues to determine their individual needs
- Provided educational counseling and group therapy for clients and their families in order to develop a support system
- Managed a case load of 15 and provided wrap-around services through community agencies

LEADERSHIP EXPERIENCE

United States Army

Senior Sargent (Honorably Discharged)

United States and Iraq Bases

July 2002 – December 2010

- Supervised squad of 20-25 personnel, which included training, ensuring that tasks were effectively and efficiently completed, and provided mentoring and guidance
- Development monthly financial forecasts in Excel for multi-million dollar equipment and machinery needed to complete tasks
- Prepared weekly scheduled unit trainings and communicated plans with supervisors as well as updated unit commander regarding trainings needed, budgetary issues and inventory controls results

ACHIEVEMENTS

- Achievement Medal, Bronze Star Medal (describe events in bullet point format as to why you received the medal)