

# Sample resume – social worker

## Ms Selma Socialworker

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### EDUCATION AND QUALIFICATIONS

- Mar 2012-current                      **Bachelor of Arts / Bachelor of Social Work**  
Monash University
- Due for completion December 2015
  - Majors: History and Social Work
- 2011    **Diploma of Tertiary Studies**  
Monash University

### SUPERVISED PROFESSIONAL PRACTICE

- 17 Sept – 21 Dec 2014                      **Department of Health and Ageing**  
Community Partnership Program with Filipino Community Council of Victoria Inc
- Conducted interviews with seniors and co-ordinated community forums to identify issues that influence participation in community based social programs and compiled summary report for Council
  - Contributed to on-line resource 'My Connected Community'
- 11 June – 14 Sept 2014                      **Villa Maria, Berwick**  
Senior Services
- Planned, implemented and evaluated 'edible garden' program
  - Compiled report and presented to senior services committee

### PROFESSIONAL MEMBERSHIPS

- 2014 – current                                      **Australian Association of Social Workers**  
Student member

### PROFESSIONAL SKILLS SUMMARY

- Well developed understanding of contemporary social work theories and ability to incorporate these into social work practice, proven through excellent supervisor reports upon completion of placements
- Strong communication skills developed when interviewing clients and presenting survey findings to community group members, work colleagues and supervisors
- Capacity for effective time management shown during placement when working to a deadline to gather data for report required by Filipino Community Council
- Ability to practice in accordance with professional AASW Code of Ethics including recording information impartially and respecting client privacy and confidentiality
- Operate well within team settings, taking responsibility for individual contributions and collaborating with others through community involvement
- Insight into issues facing later-life individuals having undertaken placements focusing on senior services and experience at Centrelink processing Age Pension applications

## **EMPLOYMENT HISTORY**

Jun 2009-Dec 2010	<b>Customer Service Officer</b> <b>Department of Human Services</b> (various Centrelink agencies in North/West suburbs of Melbourne) <ul style="list-style-type: none"><li>• Interview clients to assess eligibility and process applications for Age Pension and Family Assistance social security payments, in compliance with Commonwealth government policy</li><li>• Team member of mobile service to community locations and represented agency in community Q&amp;A information seminars</li></ul>
May 2007 – Jun 2009	Administrative Officer, Moreland City Council
Nov 2006 – Mar 2007	Receptionist, Newport Medical Centre
Aug 2004 – Oct 2006	Retail Assistant, Target – various stores

## **VOLUNTEERING AND COMMUNITY INVOLVEMENT**

2012– current	Community Wellbeing Program – Moreland City Council <ul style="list-style-type: none"><li>• Sourced funding and established social activities for older members of local Filipino community, including coffee club and exercise group</li><li>• Member of Council Committee for 2013 Multicultural Community Festival and Leader of Filipino Committee for events</li></ul>
2013 – current	Citizen Advocacy West <ul style="list-style-type: none"><li>• Support clients with disabilities to access information and advice on accommodation, government services and recreation activities</li></ul>

## **ADDITIONAL INFORMATION**

- Working with Children Check 2013
- National Police Check 2014
- Current Victorian Car Licence and Light Rigid Vehicle Licence
- Fluent in Tagalog

## **REFEREES**

**Rita Aranez**  
Vice President  
Filipino Community Council Vic  
raranez@gmail.com  
0402 678 987  
(Work and Character)

**Joseph Bloggs**  
Community Liaison Officer  
Moreland City Council  
jbloggs@morecounc.com  
(03) 9906 7890  
(Volunteer Supervisor)

**Chrissy Bliss**  
Manager  
Centrelink, Brunswick  
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(03) 9903 0000  
(Work supervisor)