

Resumes for psychology, social work and human services

Psychology degrees apply to many jobs in addition to graduate studies

A bachelor's degree in psychology is a liberal arts degree that qualifies graduates for a variety of job opportunities. Those opportunities include assisting psychologists at mental health centers, vocational rehabilitation offices, and correctional programs with tasks including data collection and analysis. Bachelor's degree holders may also work as administrative assistants for psychologists. Many find employment in other fields such as sales, service and business management.

Surveys of employees and graduates show that psychology majors most often work in social service and business environments including:

- **Social Services:** Group home attendant, case worker, probation officer, admissions counselor, occupational therapist, substance abuse counselor, youth counselor, employment counselor, social service aid, community relations officer, daycare center supervisor.
- **Business:** Personnel administrator, loan officer, retail sales manager, occupational analyst, industrial relations specialist, claims specialist, marketer.

Psychology courses provide knowledge that is valued in the workplace, including understanding how opinions are formed and changed, principles of personnel selection and organizational development, cognitive processes of how people think, solve problems and process information, social psychology of small groups, environmental effects on people's feelings and actions, and learning principles. Skills learned by psychology majors that employers seek include the ability to identify and solve problems based on research and understanding of human behavior, statistical analysis, research, interpretation of results, conducting interviews, writing and speaking.

Social Work (BSW)

Social work degrees help students acquire the values, knowledge and skills needed to work with individuals and families to maintain their cultural identities while increasing their capacity to live and function successfully in two or more cultural environments. Social workers seek to achieve a viable balance between community needs and available resources. The program prepares students for generalist social work practice with client systems of various sizes and diversity.

Human Services (BS, BAS)

A bachelor's degree in human services is for students interested in a career as a helping professional, broadly trained to provide direct service, advocacy, and coordination of services. Be sure to promote your area of specialty, like training, disabilities, corrections or family studies. Look for opportunities working in correctional facilities, shelters and halfway houses, mental health centers, youth service agencies, public assistance programs, rehabilitation programs, employment services, community health services, and crisis intervention and employee assistance programs.

Source: Bureau of Labor Statistics (<http://www.BLS.gov>); University of Dayton Psychology Department (<http://campus.udayton.edu/~psych/handbook/TABLEO~1.HTM>)

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Profile

Human services administration professional with experience in training and adult development in nonprofit organizations. Completing a bachelor of science degree and seeking to maximize the effectiveness of training programs and activities that improve the efficient delivery of services to clients. Expertise includes assessing employees' training needs, planning and coordinating training activities, and evaluating those programs.

Education

Metropolitan State University, Saint Paul, MN Anticipated graduation May 2012
Bachelor of Science: Human Services; emphasis on training and adult development

Inver Hills Community College, Inver Grove Heights, MN 2002
Associate of Science: Business Administration

Experience

NEIGHBORHOOD HOUSE, St. Paul, MN August 2011–Present
Case Management Intern

- Conduct client needs assessments, relating effectively with diverse populations
- Document and report case information, following privacy and recording policies
- Work with counselors to conduct group and individual counseling
- Resolve crisis situations and responding to calls for assistance

BIG BROTHERS BIG SISTERS OF AMERICA, Minneapolis, MN 2009–Present
Volunteer Mentor and Volunteer Recruiter

- Mentor high school students, encouraging positive decisions at home and in school
- Follow-up with mentees and their families, maintaining long-term relationships
- Recruit, interview and place volunteer mentors with youth to maximize potential
- Represent the organization at local schools, nonprofits and government agencies

LUTHER AUTO GROUP, Bloomington, MN 2002–Present
Assistant Credit Manager

- Accurately communicate credit application information to banks and credit unions
- Ensure customers receive the best terms for their unique credit situations
- Manage multiple recordkeeping systems for customers and creditors

Technical Skills

Microsoft: Word, Excel, Access, PowerPoint; Peachtree Accounting; Confidential recordkeeping; Surveillance and security system operation

MARY E. SEVERSON, BSW

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SCHOOL SOCIAL WORKER • MULTI-DISCIPLINARY TEAM MEMBER

Licensed Social Worker seeking to improve education of children and teens through effective coordination of services and collaboration among teachers, foster care families and other community service providers. Skilled listener who is able to pinpoint clinical concerns including trauma, loss and developmental disorders. Experienced with participation on multi-disciplinary teams that include psychiatrists, psychologists and case managers.

EDUCATION

Metropolitan State University, St. Paul, MN Anticipated December 2011
Bachelor of Social Work

SOCIAL WORK EXPERIENCE

Chelsea Heights Elementary, St. Paul, MN May 2011-Present
Social Work Intern

- Provide basic case management for students grades K-5
- Collaborate with teachers and guardians in individualized education plan (IEP) meetings
- Maintain communications among teachers, support staff, parents and guardians
- Supervise at-risk children and facilitate weekly therapy and activity groups of 12 children

Randolph Heights Elementary, St. Paul, MN 2010–2011
Volunteer: Social Services and Classroom

- Assisted social worker with case management for 40 students
- Co-facilitated individual and group meetings with students, parents and teachers
- Served on an interdisciplinary committee to create a student forum about bullying
- Provided tutoring and homework assistance for students who missed school

ADDITIONAL EXPERIENCE

Cedar Park Elementary, Apple Valley, MN 2001–2010
Special Education Assistant

- Gained rapport with special education students, focusing on those with autism spectrum
- Raised students' reading scores by using the Accelerated Reading Program
- Worked with grades K-5, adapting instruction style to various ages and abilities
- Recognized for ability to handle behavioral situations and maintain an orderly classroom

TRAINING

- Course in basic conversational Spanish, Minneapolis Community Education
- In-Service Classes: "Reaching and Teaching Hispanic Students" and "Somali Life"
- Crisis Prevention Institute (CPI) trained in nonviolent crisis prevention

Jennifer Rodriguez

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PROFILE

Motivated college graduate and skilled program coordinator seeking entry-level position in human services. Qualifications include:

- Goal-oriented case documentation and report writing as a program coordinator
- Experience includes working with clients with mental illness and developmental delays
- Teaching clients to follow medical orders to ensure their well-being

EDUCATION

Metropolitan State University, Saint Paul, MN August 2011
Bachelor of Science: Psychology

WORK EXPERIENCE

Boston Health Care Systems, St. Paul, MN 2009–Present
Program Coordinator

- Oversee the integration of social services for state waiver, SILS and collaborative clients with mental illness and developmental delays to meet individualized service plan goals
- Ensure that clients' quarterly objectives are met and documented in a timely manner
- Coordinate with other service providers to obtain, inform and verify client data

Fraser Inc., Richfield, MN 2008–Present
Program Assistant

- Foster an environment of independence for developmentally challenged people to ensure they receive optimum care in their residences as well as in the community
- Administer medication and ensure clients follow restricted diets
- Complete continuing education and follow other state requirements

Robert Strickland Family, Golden Valley, MN 2007–2009
Primary Care Assistant

- Worked one-on-one with a client with seizure disorders, maintaining a safe environment
- Accompanied client to doctor appointments, documenting details of the meetings
- Ensured the client's structured daily routine was followed

CAREER TRAINING

CPR	OSHA Safety	First Aid
Blood-borne pathogens	Medication administration	Seizure detection and classification