

# RESUME SAMPLE – CHRONOLOGICAL

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## MARY BAKER

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- OBJECTIVE** A position offering potential for training in program development, staff supervision, and grant writing.
- EXPERIENCE HIGHLIGHTS**
- The University of Texas at Austin, School of Social Work, Austin, Texas** 9/03-present  
*Research Assistant*
- Assisted with the promotion, recruitment and development of Texas Addiction Training Center Student Support Program.
  - Assisted in monitoring budget and developed financial status reports.
  - Coordinated and organized program records and maintained ongoing communication with students.
  - Developed and co-authored course plan entitled "Women and Addiction: From Adolescence to Adulthood."
- Texas Migrant Council/CCMS (Child Care Management Services), Austin Texas** 8/01 – 5/02
- Assessed social-economical needs and provided supportive counseling to children and families.
  - Consulted with schools, agencies and day care centers to facilitate services for families.
  - Connected families to community resources.
  - Co-facilitated various groups including social skills groups with children ages 3-12, teen parenting group, adult women's support group, and staff support group.
- Inner Resources Women's and Children's Recovery Center, Las Cruces, New Mexico** 9/98-5/01  
*Social Worker*
- Developed and implemented various programmatic components, including a relapse curriculum program for women and an agency wide food stamp exchange policy.
  - Coordinated all social services for up to 21 clients residing at the facility.
  - Conducted group sessions pertaining to life skills, job development and addiction recovery.
  - Documented client services in compliance with agency policy and contract requirements.
  - Chosen as "Counselor of the Year, 2002" by supervisors.
- VOLUNTEER EXPERIENCE**
- Austin Housing Authority, Austin, Texas 1/03–5/04
  - U.S. Senator Jeff Bingaman's Office, Las Cruces, New Mexico 8/01-12/03
  - Families and Youth Inc., Las Cruces, New Mexico 9/00-12/02
- EDUCATION**
- Master of Science in Social Work** 5/2005  
The University of Texas at Austin, Austin, Texas  
Concentration: Administration and Planning  
Anticipated
- Bachelor of Social Work** 5/98  
New Mexico State University, Las Cruces New Mexico  
Generalist Practice
- HONORS & AFFILIATIONS**
- Phi Alpha Honor Society
  - Charles W. Laughton Memorial Endowed Presidential Scholarship
  - Member, National Association of Social Workers