

RESUME SAMPLE – FUNCTIONAL

Janet C. Smith

5009 Willow Park Drive, Austin, Texas, 78712, (512) 555-7315

Social Work

- Supported six female clients with HIV and their children with focus on medical and health issues
- Co-facilitated six-week support and educational group for parents with HIV/AIDS
- Counseled University of Texas students with major/career concerns and promoted further resources
- Evaluated issues of University of Texas students in order to provide appropriate student services
- Assessed needs and prepared support services for persons with developmental and physical disabilities

Planning and Organization

- Designed comprehensive support and educational group, “Parenting with HIV/AIDS”
- Developed informational handbook for clients newly diagnosed with HIV
- Organized and publicized campus events for University of Texas and Austin community
- Constructed national newsletter discussing federal issues of mental retardation
- Coordinated major speaking event and distinguished panel to explore disability issues

Communication

- Improved conversational and speaking skills in Spanish language
- Taught activities to youth with and without mental retardation in Chile
- Facilitated discussions within small groups and formal settings
- Composed and presented ideas effectively for formal and spontaneous speeches
- Led and motivated organization members to achieve goals of community outreach

Education

<u>THE UNIVERSITY OF TEXAS AT AUSTIN</u>	Spring 2005
Bachelor of Social Work, Bachelor of Arts in Spanish	
<u>UNIVERSIDAD CATOLICA DE VALPARAISO</u> , Chile	Summer 2004
Spanish Courses in Literature and Grammar	

Experience

<u>TUKUYPAJ-Chile</u> , ESL Tutor, Valparaiso, Chile	June 2003-September 2003
<u>YMCA</u> , Youth Counselor, Valparaiso, Chile	June 2003-September 2003
<u>HIV Services</u> , BSW Intern, Austin/Travis Co. Health Department	September 2004-May 2005
<u>Career Center</u> , Student Assistant, University of Texas at Austin	August 2002-May 2004
<u>President’s Committee on Mental Retardation</u> , Volunteer, Washington, D.C.	Summer 2000

Community Service

<u>Best Buddies</u> Director, Membership Coordinator	September 2004-May 2005
<u>Mortar National Honor Society</u> Chair of Community Service	January 2002-May 2003
<u>Texas Spirits</u> Alumni Relations	September 2003-December 2003
“Volunteerism and the Empowerment of People With and Without Disabilities”	April 2003
<u>The University of Texas Leadership Board</u> , Facilitator, Interviewer, Organizer	December 2002-May 2003

Honor and Affiliations

National Association of Social Workers	Dean’s Ambassador for Social Work
Cactus Goodfellows Award, UT Austin Yearbook	Phi Beta Kinsolving Honor Society
Mortar Board National Honor Society	Dean’s List