# Donald Washington

#### (123) 456-7890 youremail@email.com 123 Main Street, Portland, OR 12345

#### Profile

A newly qualified social worker with strong communication skills and a desire to help others. High level of practical and theoretical knowledge of social work in a mental health environment. Experience providing young people with emotional support and guidance, providing leadership and keeping meticulous records.

#### **Key Skills**

- Accurate record-keeping
- Active listening skills
- Adaptability
- Caring and empathetic
- Knowledge of community resources

#### Education

Master of Social Work Portland State University, Portland, OR, September 2018 - June 2020

#### **Bachelor of Social Work**

Pacific University, Forest Grove, OR, September 2014 - June 2018

#### **Professional Experience**

# Social Work Internship, Student Health and Wellness, Portland State University, Portland, OR

September 2019 - June 2020

- Provide individual counseling to students seeking treatment from the mental health division of Student Health and Wellness
- Assist in facilitation of group counseling sessions for general therapy groups and targeted groups for those with substance abuse issues and anxiety disorders
- Conduct crisis evaluation for students presenting on a walk-in basis or after-hours and direct them to counselors or appropriate university resources
- Keep detailed records, including discussions and treatment plans provided

## Hotline Volunteer, Youthworks Crisis Line, Portland, OR

*June 2018 – September 2019* 

- Provided emotional support and guidance to people aged 25 and younger using active listening and empathy
- Directed callers to community resources that can provide additional support
- Used technology to communicate with people in crisis, including telephone and online chat
- Assisted in basic case assessment and treatment programs
- Kept records of calls while maintaining confidentiality

## Certifications

• Clinical Social Work Associate, Oregon, 2020