
Adoption Specialist Resume

Job Objective

Experienced Adoption Specialist of many years seeking employment with the company to help advance in the industry.

Highlights of Qualifications:

- Remarkable experience in delivery of service in dependency environment
 - Huge knowledge of training and supervising foster parents
 - Outstanding ability to coach adults
 - Amazing ability to resolve problems and enforced plans
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Professional Experience:

Adoption Specialist

Children's Home Society, Wilmington, NC

May 2006 – Present

- Aided development of policies and procedures.
- Participated in court hearings and handled court proceedings.
- Outlined documentation for court proceedings.
- Coordinated with child welfare legal staff.
- Carried out diligent searches.
- Suggested finalization of adoption.

Adoption Specialist

Ennis Center for Children, Wilmington, NC

March 2003 – April 2006

- Managed obtaining permanency for children.
 - Handled assessments and applicable reports.
 - Aided follow up of adoption inquiries.
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Education:

Bachelor's Degree in Human Services

Millersville University, Millersville, PA

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