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## Education Welfare Officer Resume

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### Job Objective

To enhance my skills as an Education Welfare Officer by joining forces with a growing establishment seeking qualified applicants.

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### Highlights of Qualifications:

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- Working experience in an educational setting
  - Proficient with syllabus standards of all levels
  - Strong communication and computer skills
  - Ability to work in a team and develop interpersonal relationship
  - Ability to cater to the needs of individual students
  - Ability to work independently
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### Professional Experience:

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Education Welfare Officer  
Abt Associates, Houston, TX  
August 2005 – Present

- Developed and implemented a whole school attendance policy.
- Initiated and implemented child protection in line with established policy
- Promoted children's general welfare in collaboration with community groups, local agencies and educational colleagues.
- Provided advice and support to children and parents, schools on welfare matters.
- Mobilized financial and other material resources from voluntary and statutory sources to improve educational opportunities.
- Implemented aspects of the legislation governing the employment of children and children in entertainment.

Education Welfare Officer  
RAND Corporation, Houston, TX  
May 2000 – July 2005

- Worked closely with children and parents to improve attendance and develop positive attitude.
  - Managed individual cases regarding school attendance.
  - Interviewed children and parents to find out reasons for non-attendance.
  - Organized home visits and school based meetings.
  - Conducted regular visits to schools to check on pupils' attendance.
  - Coordinated with Head Teacher and other senior staff to sort out non-attendance issues.
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### Education:

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Bachelor's Degree in Social Welfare  
Viterbo University, La Crosse, WI

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