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## Human Services Specialist Resume

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### Job Objective

To use my skills and abilities to obtain a position within an organization as a Human Services Specialist in my chosen field. Years of education and experience can help better the company as well.

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### Highlights of Qualifications:

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- Huge knowledge of human resources
  - Deep knowledge of Medicaid policies
  - Familiarity with functional areas of human resources
  - Amazing ability to lead client-centered programs
  - Outstanding ability to perform documentation
  - Superior managerial, interpersonal and communication skills
  - Excellent strategic planning skills
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### Professional Experience:

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Human Services Specialist  
Yamhill County, Chattanooga, TN  
May 2006 – Present

- Administered specialized programs of chemical dependency.
- Handled program evaluation and imparted consultant and information activities.
- Assisted Program Manager and executed administrative tasks.
- Formulated client treatment and progress records.
- Analyzed program objectives and service delivery outcomes.

Human Services Specialist  
Richland County, Chattanooga, TN  
March 2003 – April 2006

- Aided groups and classes.
  - Managed engagement group for individuals.
  - Maintained service activities and consumer progress.
  - Established client service plans.
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### Education:

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Bachelor's Degree in Social Work  
Trinity College, Hartford, CT  
Master's Degree in Health and Human Services  
El Centro College, Dallas, TX

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