
Settlement Worker Resume

Job Objective

Seeking a Settlement Worker position in which to utilize my special talents and skills to their fullest potential.

Highlights of Qualifications:

- Ability to manage multiple priorities in a busy, small office environment
 - Ability to work in a multidisciplinary team
 - Ability to work independently with little supervision
 - Profound ability to work with local communities
 - Great planning and organizational skills
 - Possess high level of computer skills
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Professional Experience:

Settlement Worker
Immigrant Services, Mankato, MN
February 2005 – Present

- Evaluated clients' needs and determined services as required.
- Developed outreach materials for settlement.
- Organized community groups.
- Sorted, ordered and purchased office supplies.
- Assured excellent office presentation.
- Performed other duties as required.

Settlement Worker
Simon Communities, Mankato, MN
August 2000 – January 2005

- Monitored unpaid and overdue debts.
 - Assured prompt action taken as per procedures.
 - Collected and documented accommodation charges.
 - Developed reports and maintained recording systems.
 - Ensured consistent delivery of services.
 - Carried out other duties as directed.
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Education:

Bachelor's Degree in Social Services
Pierce College, Lakewood, WA

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