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## Settlement Worker Resume

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### Job Objective

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

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### Highlights of Qualifications:

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- 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:

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#### 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:

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Bachelor's Degree in Social Services

Pierce College, Lakewood, WA

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