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# SOCIAL AND HUMAN SERVICE ASSISTANT RESUME

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## Objective:

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To obtain a Social and Human Service Assistant position in a growth-oriented company where I can utilize my administrative skills and acquire new abilities.

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## Summary of Skills:

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- Possess excellent communication skills both written and verbal.
  - Profound skills in using educational technology.
  - Social work practice experience with diverse populations.
  - Knowledge of multicultural social work practice
  - Good understanding of human behavior for residents.
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## Work Experience:

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Social And Human Service Assistant  
Heartland Alliance, Denver, CO  
August 2005 to till date

- Provided assistance to residents and their families.
- Provided direct social work services such as assessments, linkages to community resources.
- Ensured the implementation of organization and program and department policies and procedures.
- Planned and conducted quarterly in-service trainings for volunteers.
- Maintained an appropriate professional demeanor towards coworkers, visitors, program participants.

Social And Human Service Assistant  
Rockhill Mennonite Community, Denver, CO  
May 2000 to July 2005.

- Practiced principles of patient confidentiality, infection control, and customer service.
  - Assisted Director of Social Services, as assigned.
  - Ensured to complete a social history within days of residents admission to the facility.
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## Education:

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Associate Degree in Social Work  
George Washington University, Washington, DC

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