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# SOCIAL WORK ASSISTANT RESUME

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## Objective:

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

## Summary of Skills:

- Remarkable experience with a commitment to rural social work practice.
- Profound skills in using educational technology.
- Social work practice experience with diverse populations.
- Knowledge of multicultural social work practice.

## Work Experience:

Social Work Assistant  
Liberty Hospital , San Francisco, CA  
August 2005 to till date

- Managed to recruit, train, and liaise with undergraduate field instructors and develop undergraduate field placement sites.
- Prepared students for senior practicum, place students in practicum agencies and monitor students' practicum placements .
- Administered community resource planning, advocacy, skill building and crisis intervention.
- Managed linkages to community resources and assistance with entitlements and works under close supervision.

Social Work Assistant  
County of Sonoma., San Francisco, CA  
May 2000 to July 2005

- Worked with families in developing ways on improving life skills and prospects and reducing youth crime, poverty.
- Assisted in making the necessary arrangements to meet client's needs.
- Ensured that the Childs wishes and feelings are heard and appropriately recorded and communicated within the work undertaken.
- Prepared Care Plans and assisted in the assessment of their progress.
- Prepared & presented reports for case conferences and reviews.
- Managed to liaise appropriately with colleagues and other professionals.

## Education:

Associate Degree in Commerce  
Northeastern University, Boston, MA

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