

HUME N. SERVICES

1005 Anywhere Avenue • Lynchburg, VA 24501 • 434-555-5555 • hservices@liberty.edu

PROFESSIONAL SKILLS PROFILE

- Team leadership & group facilitation
- Child advocacy and mentoring
- Professional oral and written communication
- Community collaboration & event planning
- Proficient in Microsoft Office Suite
- Fluent in conversational and written Spanish

EDUCATION

M.A. Human Services, *Liberty University, Lynchburg, VA*

Anticipated May 2014

- Specialization: **Executive Leadership**
- Computer Skills: **Microsoft Office Suite, Statistical Product and Solution Services SPSS**
- GPA: **3.8**

B.S. Psychology, *Boston University, Boston, MA*

May 2005

- Minor: **Business Administration**
- Honors & Clubs: Alpha Lambda Delta, Psychology Club

PROFESSIONAL EXPERIENCE

Community Organizer, Southwest Key Enterprises, Austin, TX

January 2009-Present

- Train a diverse group of community leaders in effective leadership and planning/organizing skills
- Plan and coordinate community empowerment activities and programs that complement and reinforce company's youth, adult and wellness programs
- Collaborate with wide range of city officials and departments to develop and execute events and programs to support local, state and national initiatives

Mental Health Aide, Central VA Mental Health Institute, Forest, VA

October 2007 – November 2008

- Created a safe, secure, and healthy patient environment by adhering to state standards and procedures
- Instructed families in best care practices ensuring patients stay mentally, emotionally and physically healthy

Child Advocate, Dominion Day Services, Roanoke, VA

June 2005 – August 2007

- Provided specially tailored programs and individualized service plans to children (ages 8-15) in need, fostering development of interpersonal skills
- Developed relationships with family members in an effort to reduce stress, increase understanding, and ensure family safety and unity
- Worked with community service providers, teachers, principals, lawyers, probation officers and psychiatrists resulting in the highest quality of child care

Day Care Teacher Assistant, Early-bird Children's Academy, Roanoke, VA

January 2002-May 2005

- Organized and led fast-paced learning groups for fifteen children, teaching communication skills
- Supported an environment that encouraged an atmosphere of imagination, creativity, caring and education

COMMUNITY SERVICE

Nursing Home Visitation Coordinator, Living Cross Church, Austin, TX

January 2009-Present

Youth Group Leader, Forest Baptist Church, Forest, VA

September 2005-November 2008