

# John D. Smith

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## KEY QUALIFICATIONS

- Deep knowledge of campus resources including Registration, Peer Mentoring, Tutoring, Financial Aid, Career Services, and Student Wellness
- Skilled presenter with the ability to facilitate both small and large group events
- Demonstrated history of working with and supporting multiple students
- Collaborative team member with excellent communication skills and ability to resolve conflicts

## EDUCATION

**Bachelor of Science: Psychology**  
**Minor: Spanish**  
Weber State University, Ogden UT

May 20XX  
GPA 3.65

## WORK EXPERIENCE

### Outreach Specialist

May 20XX - Present

*Community Health Incorporated, Ogden, UT*

- Maintain and update over 50 client records consisting of treatment plans and case notes
- Advise Spanish speaking clients on issues regarding general health and wellbeing
- Distribute 100+ brochures and documents to inform community members of services
- Assist clients to identify and obtain benefits from community programs and services

### Case Manager Intern

Jan 20XX - May 20XX

*Bewell Counseling Services, Ogden, UT*

- Interviewed clients, conducted assessments, and reviewed records for accuracy
- Collaborated with counselors and physicians to coordinate treatment plans for 150 clients
- Monitored and evaluated client progress in regard to achieving treatment goals

### Office Assistant

Aug 20XX - Jan 20XX

*WSU Career Services, Ogden, UT*

- Maintained and updated filing, processed mail and created marketing materials
- Processed over 150 documents per week for career fairs, class presentations and activities
- Contacted students by email and phone to remind them of upcoming appointments
- Operated voice mail systems, personal computers, photocopiers and scanners

## SKILLS

Spanish Language Fluency  
Spanish/English Interpreting  
Clear Oral & Written Expression  
Active Listening  
Service Orientation

Social Perceptiveness  
Microsoft Office Proficiency  
Public Communication  
Organizing & Prioritizing  
Problem Solving

## SERVICE AND LEADERSHIP

**Vice President of Activities**, ABC Non-Profit Organization, Riverside, CA 20xx - 20xx  
**Service Committee Chair**, People Helping People Club, Ogden, UT 20xx - 20xx  
**Member**, WSU Spanish Club, Ogden, UT 20xx - 20xx