

RESUME SAMPLE – CHRONOLOGICAL

MARY BAKER

1006 Candlewood
Austin, Texas 78712

(512) 555-9845
mbaker@mail.utexas.edu

EXPERIENCE HIGHLIGHTS	The University of Texas at Austin, School of Social Work , Austin, Texas <i>Research Assistant</i> 9/09 – 1/11
	<ul style="list-style-type: none">• Assisted with the promotion, recruitment and development of Texas Addiction Training Center Student Support Program.• Assisted in monitoring budget and developed financial status reports.• Coordinated and organized program records and maintained ongoing communication with students.• Developed and co-authored course plan entitled "Women and Addiction: From Adolescence to Adulthood."
	Texas Migrant Council/CCMS (Child Care Management Services) , Austin Texas <i>MSSW Internship</i> 1/11 - 5/11
	<ul style="list-style-type: none">• Assessed socio-economical needs and provided supportive counseling to children and families.• Consulted with schools, agencies and day care centers to facilitate services for families.• Connected families to community resources.• Co-facilitated various groups including social skills groups with children ages 3-12, teen parenting group, adult women's support group, and staff support group.
	Inner Resources Women's and Children's Recovery Center , Las Cruces, New Mexico <i>Social Worker</i> 9/07 - 12/10
	<ul style="list-style-type: none">• Developed and implemented various programmatic components, including a relapse curriculum program for women and an agency wide food stamp exchange policy.• Coordinated all social services for up to 21 clients residing at the facility.• Conducted group sessions pertaining to life skills, job development and addiction recovery.• Documented client services in compliance with agency policy and contract requirements.• Chosen as "Counselor of the Year, 2002" by supervisors.
VOLUNTEER EXPERIENCE	Austin Housing Authority , Austin, Texas 1/07-5/08
	U.S. Senator Jeff Bingaman's Office , Las Cruces, New Mexico 8/05-5/06
EDUCATION	Families and Youth Inc. , Las Cruces New Mexico 9/04-5/06
	Master of Science in Social Work 5/2011 The University of Texas at Austin, Austin, Texas Community and Administrative Leadership Anticipated
	Bachelor of Social Work 5/2006 New Mexico State University, Las Cruces New Mexico Generalist Practice
HONORS & AFFILIATIONS	Member of Phi Alpha Honor Society Awarded Charles W. Laughton Memorial Endowed Presidential Scholarship Member, National Association of Social Workers

