

# RESUME SAMPLE – FUNCTIONAL

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## *Janet C. Smith*

5009 Willow Park Drive, Austin, Texas, 78712, (512) 555-7315

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### *Social Work*

- Supported six female clients with HIV and their children with focus on medical and health issues
- Co-facilitated six-week support and educational group for parents with HIV/AIDS
- Counseled students with major/career concerns and promoted further resources
- Evaluated issues of students in order to provide appropriate student services
- Assessed needs and prepared support services for persons with developmental and physical disabilities

### *Planning and Organization*

- Designed comprehensive support and educational group, “Parenting with HIV/AIDS”
- Developed informational handbook for clients newly diagnosed with HIV
- Organized and publicized campus events for university campus and Austin community
- Constructed national newsletter discussing federal issues of mental retardation
- Coordinated major speaking event and distinguished panel to explore disability issues

### *Communication*

- Conversational speaking skills in Spanish language
- Taught activities to youth with and without mental retardation in Chile
- Facilitated discussions within small groups and formal settings
- Composed and presented ideas effectively for formal and spontaneous speeches
- Led and motivated organization members to achieve goals of community outreach

### *Education*

The University of Texas at Austin May 2011  
**Bachelor of Social Work, Bachelor of Arts in Spanish**

Universidad Catolica De Valparaiso, Chile August 2009  
**Spanish Courses in Literature and Grammar**

### *Experience*

Career Center, Student Assistant, University of Texas at Austin August 2008 - May 2011  
HIV Services, BSW Intern, Austin/Travis Co. Health Department January 2010 - May 2011  
President’s Committee on Mental Retardation, Volunteer, Washington, D.C. June 2010 – August 2010  
Tukupaj-Chile, ESL Tutor, Valparaiso, Chile June 2008-September 2009  
YMCA, Youth Counselor, Valparaiso, Chile June 2007-September 2008

### *Community Service*

The University of Texas Leadership Board, Facilitator, Interviewer, Organizer December 2010-May 2011  
Mortar National Honor Society, Chair of Community Service January 2009 – May 2011  
Texas Spirits, Alumni Relations September 2009 -  
December 2010  
Best Buddies Director, Membership Coordinator September 2007 – May 2008

### *Honor and Affiliations*

National Association of Social Workers  
Mortar Board National Honor Society  
Dean’s List, The University of Texas at Austin

