

Sociology/Psychology Major

1234 Main St.
Winona, MN 55987

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PROFESSIONAL OBJECTIVE To obtain a position as program director for an adult foster care center

EDUCATION Winona State University, Winona MN
May 2009 **Bachelor of Arts degree in Psychology**
Minors: Philosophy and Studio Arts
Achieved Dean's List for two consecutive years

Relevant Coursework: Abnormal Psychology, Developmental Psychology, Research in Experimental Psychology, and Brain and Behavior

RELEVANT EXPERIENCE HOME AND COMMUNITY OPTIONS, INC., Winona MN
2006 – Present **Part-Time Counselor**

- Provided support and residential services to adults with developmental disabilities
- Promoted independence in areas of personal hygiene, household tasks, and social skills
- Developed understanding of each individual's personal needs, communication styles, and behavioral issues

2004 – 2006 VETERANS AFFAIRS MEDICAL CENTER, Winona MN
Volunteer

- Organized and maintained library resources
- Gathered and assembled materials for recreational programs
- Established and maintained positive relationships with patients in the Adult Day Center

CERTIFICATIONS
2005 – Present Adult CPR and First Aid Basics, American Red Cross, Winona MN

ACTIVITIES/HONORS

- Honored for 150 hours of superior volunteer service in 2005 for the VA Medical Center
- Served as Secretary for Model United Nations Club for academic year 2005-06
- Assisted in raising awareness of health issues in SHAPE Club, 2005

SPECIAL SKILLS

- Demonstrated success in analyzing data, upholding records, and evaluating facts
- Experienced with Microsoft Office Suite, SPSS, email, and internet research
- Dependable, creative, patient, friendly, professional, and optimistic