

JOAN SAND

Permanent Address: 1204 Del Avenue / Ellicott City, MD 21043 / (410) 432-1654

Present Address: 1000 Hilltop Circle / Baltimore, MD 21250 / (410) 455-3469 / sand@umbc.edu

OBJECTIVE: To obtain a counseling position in a social service agency.

EDUCATION: **B.A./B.S.W.** University of Maryland, Baltimore County
December 20xx Double majors: Social Work and Psychology

GPA: 3.52 on a 4.0 scale

Honors: Numerous scholarships; Social Work stipend
Worked 20-25 hours per week while carrying a full academic schedule

SOCIAL WORK EXPERIENCE:

Social Worker Howard County General Hospital - Student Internship, Columbia, Maryland
20xx-present

- Handle discharge planning, progress reporting, and adjustment to illness counseling
- Consult with the hospital staff and instruct hospital employees
- Design new policy regarding child abuse reporting procedures
- Serve as hospital liaison to Howard County Association of Community Services

Counselor Women in Self Help (WISH), Baltimore, Maryland
20xx

- Counseled low-income women in areas of skill attainment and job readiness
- Assessed clients' needs and linked with available community services

Activities Director Caton Manor Nursing Home, Baltimore, Maryland
20xx-20xx

- Planned and implemented therapeutic activities for residents
- Served as first activities director in the new facility

Activities Director Summit Nursing Home, Baltimore, Maryland
20xx

- Served as Occupational Therapist and Activities Managed a 141-bed facility
- Supervised two assistants in implementing an extensive workshop and social activity schedule

RELATED ACTIVITIES:

Guest Lecturer "Women and Alcoholism," The Johns Hopkins University School of Public Health and Mental Hygiene, 20xx

Member National Association of Social Workers, 20xx

OTHER EXPERIENCE:

Additional employment in order to support 100% of educational and living expenses has included working as a waitress, carpenter's helper, independent contractor for personal trucking operation, and bookstore clerk.