

BENJAMIN LEESenior Adoption Specialist

- **(**123) 456 7899
- **♀** Los Angeles
- www.qwikresume.com



Interpersonal Communication



Family Assessment Skills



Legal Knowledge Of Adoption





DIY Projects

% Crafting

O Meditation

ill History

STRENGTHS









LANGUAGES





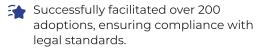


English

Swahili

Mandarin

ACHIEVEMENTS





🔼 PROFESSIONAL SUMMARY

With a decade of experience as an Adoption Specialist, I excel in driving successful placements for children through comprehensive assessments and family engagement. My expertise in navigating legal frameworks and fostering connections ensures that every child finds a nurturing home. I am dedicated to enhancing the adoption process and advocating for children's best interests at every step.

WORK EXPERIENCE

Senior Adoption Specialist

Feb / 2018-Ongoing

Santa Monica. CA

Seaside Innovations

- 1. Develop and maintain relationships with local agencies and organizations involved in adoption.
- 2. Developed clinical assessments and adoption plans within established timelines.
- 3. Conducted interviews to gather historical, medical, and legal data for optimal child placement.
- 4. Participated in regular adoption status meetings with caseworkers to monitor progress.
- 5. Collaborated with professionals to ensure targeted services for children awaiting adoption.
- 6. Performed comprehensive adoption home studies and facilitated child placements with adoptive families.
- 7. Managed administrative tasks, including data entry and communication with stakeholders.

Adoption Specialist

Summit Peak Industries

Denver, CO

- 1. Authored detailed adoption home studies and supervised successful adoptive placements.
- 2. Provided in-home counseling as a behavior consultant to support adoptive families.
- 3. Facilitated therapeutic grief and loss groups for newly placed adoptees.
- 4. Trained prospective adoptive and foster families using the P.R.I.D.E. training curriculum.
- 5. Supervised and mentored adoption staff in conducting home assessments and post-placement visits.
- 6. Prepared comprehensive adoption service plans, profiles, and final reports to ensure quality services.

EDUCATION

Bachelor of Social Work

University of Illinois

耳 Denver, CO

Focused on child welfare and family services, gaining hands-on experience in social work practices.