



MASON WILSON

Community Program Specialist

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☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Enthusiastic Community Program Specialist with 5 years of experience in driving community engagement and program development. Skilled in cultivating partnerships and implementing initiatives that address local needs and enhance participation. Passionate about leveraging my expertise to create sustainable programs that empower communities and foster lasting impact.

WORK EXPERIENCE

Community Program Specialist

📅 Apr / 2021-Ongoing

Blue Sky Innovations

📍 Chicago, IL

1. Supported the Regional Coordinator of the Integrated Therapeutic Network by performing essential administrative and clerical tasks.
2. Assisted individuals with developmental disabilities in accessing necessary therapy services while participating in their Adult Day Care Program.
3. Advocated for clients and families to secure essential equipment from insurance providers.
4. Conducted monthly training sessions for families and service providers on the Integrated Therapeutic Network application process.
5. Ensured accurate documentation by copying and distributing client reports to case managers.
6. Coordinated counseling sessions for study participants to support their needs.
7. Applied Motivational Interviewing techniques to counsel participants effectively.

Community Program Specialist

📅 Apr / 2020-Apr / 2021

Lakeside Apparel Co

📍 Chicago, IL

1. Conducted telephonic outreach to assess the needs of plan members and meet departmental goals.
2. Facilitated application processes for various community support programs, ensuring members received necessary assistance.
3. Maintained updated knowledge of the Golden Touch Program requirements and outreach operations.
4. Processed applications for programs aimed at reducing utility expenses for members.
5. Developed and implemented restorative justice initiatives, engaging schools and community stakeholders.
6. Provided social service education and advocacy to Medicare Advantage Health Plan members.

EDUCATION

Bachelor of Arts in Sociology

📅 Apr / 2019-Apr / 2020

University of Georgia

📍 Seattle, WA

Focused on community development and social policy.

SKILLS

Community Outreach Skills



Budget Management



Social Media Strategy



Grant Writing



INTERESTS

- 🤿 Scuba Diving
- 🎮 E-sports
- 📖 Reading Fiction
- 🧩 Puzzle Solving

STRENGTHS

- 👛 Stewardship
- 👥 Teamwork
- 🔑 Tenacity
- 👁 Vision

LANGUAGES



English

German

Polish

ACHIEVEMENTS

- 🌟 Developed and implemented a community outreach program that increased participation by 30% within one year.
- 🌟 Facilitated over 50 workshops and training sessions for community members and stakeholders, enhancing service awareness and access.