

# Robert Smith

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## Family Services Worker III

### SUMMARY

To obtain full time employment that requires office assistance and computer skills with a friendly yet hard working environment.

### SKILLS

Basic Computer , Typing .

### WORK EXPERIENCE

#### Family Services Worker III

ABC Corporation - August 2009 - October 2009

- Prepared family partnership agreements for each family in caseload.
- Attended all Parent Center Meetings and Policy Committee Meetings.
- Prepared agendas, minutes and trainings for Parent Meetings.
- Prepared and sent out information to parents about upcoming program events and concerns.
- Reviewed and updated program policies.
- Conducted home visits to migrant and seasonal families served and provided any needed information and/or referrals within the community agencies at large.
- Filled out all paperwork so that migrant workers children could enroll in the program.

#### Family Services Worker

Delta Corporation - 2005 - 2009

- Entered information into the programs database, PROMIS.
- Prepared family partnership agreements for each family in caseload.
- Attended all Parent Center Meetings and Policy Committee Meetings.
- Prepared agendas, minutes and trainings for Parent Meetings.
- Prepared and sent out information to parents about upcoming program events and concerns.
- Reviewed and updated program policies.
- Conducted home visits to migrant and seasonal families served and provided any needed information and/or referrals within the community agencies at large.

### EDUCATION

M.S. In Marriage And Family Therapy - 2014(Mercy College - Dobbs Ferry, NY)