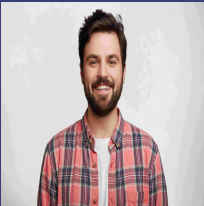


Noah Williams

Human Services Assistant

support@qwikresume.com (123) 456 7899 Los Angeles
www.qwikresume.com



PROFESSIONAL SUMMARY

Motivated Human Services Assistant with two years of experience in delivering compassionate client support and resource coordination. Proven ability to assess individual needs, connect clients with vital services, and enhance community well-being through effective teamwork. Eager to contribute to a positive environment that empowers individuals and addresses their diverse challenges.

WORK EXPERIENCE

Human Services Assistant Mar / 2024-Ongoing
Pineapple Enterprises Santa Monica, CA

- 1. Provide para-professional support to Parole Officers and management, ensuring effective communication and service delivery.
- 2. Interview clients to assess needs, monitor compliance, and provide tailored support.
- 3. Engage with families, victims, law enforcement, and court staff to facilitate a supportive network.
- 4. Research and document cases for court reports, ensuring accuracy and timely submission.
- 5. Conduct assessment and orientation sessions to familiarize clients with available resources.
- 6. Train and supervise volunteers, fostering a collaborative community approach.
- 7. Manage legal documentation and correspondence, ensuring compliance with regulatory standards.

HUMAN SERVICES ASSISTANT Mar / 2023-Mar / 2024
Crescent Moon Design Portland, OR

- 1. Compiled reports for data collection on departmental staff, enhancing operational efficiency.
- 2. Maintained a comprehensive tracking system for client case management, improving data accuracy.
- 3. Coordinated the transfer of case files within the agency to ensure continuity of care.
- 4. Managed office inventory, optimizing supply usage and reducing costs.
- 5. Utilized various case management systems daily to access and update client information.

EDUCATION

Associate of Applied Science in Human Services Mar / 2022 - Mar / 2023
City College of New York Seattle, WA

Focused on client support strategies and community resource management.

SKILLS



INTERESTS

- Woodworking
- Star Gazing
- Theatre
- Architecture

STRENGTHS

- Politeness
- Determination
- Ambition
- Dedication

LANGUAGES



ACHIEVEMENTS

- Successfully coordinated resources for over 100 clients, improving access to essential services.
- Implemented a new tracking system for client follow-ups, enhancing compliance by 30%.