ROBERT SMITH

Shelter Advocate-Part Time

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SUMMARY

Seeking a challenging opportunity where one will be able to utilize strong organizational skills, educational background, and ability to work well with people, which will allow growing personally and professionally.

CORE COMPETENCIES

Detail Microsoft Office, Word, Excel, PowerPoint, Outlook, Data Entry, Administration, Organizational Skills, Customer Service, Critical Thinking.

PROFESSIONAL EXPERIENCE

Shelter Advocate-Part Time

YWCA - January 2011 – March 2019

Key Deliverables:

- Provide crisis intervention for victims of domestic violence and sexual assault.
- Assist victims in strategies of safety planning and providing referrals for community resources.
- Processing client Intakes and administering assessments to evaluate the level of safety risk the client is currently in.
- Maintaining client records with accuracy and confidentiality as outlined in Federal statutes.
- Completion of extensive annual domestic violence, sexual assault, suicide prevention, and stalking training.
- Provide victims with tips to ensure safety and provide knowledge to help avoid dangerous situations.
- Assist clients presenting with suicidal ideation and self-harming behaviors.

Shelter Advocate

ABC Corporation - 2006 – 2011

Key Deliverables:

- Gathers statements and other related documentation from the victim.
- Arranging childcare for the victims children.
- Makes sure that proper reports and documentation are completed.
- Answer Crisis Hotline Calls.
- Efficient oral and written skills.
- Detailed documentation.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

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