SAMPLE RESUME
JOB SMART SERIES

**SHARON BLACK
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 **CAREER SUMMARY**Diploma of Community Services Work to be completed in 2017. Demonstrated skills, knowledge and understanding developed in a number of welfare sector organisations over a period of 6 years. Established skills in communicating with clients, working within service teams and providing quality information and support with empathy and well developed interpersonal skills.

**EDUCATION**Diploma of Community Services Work **2015 – 2017**
Chisholm Institute

- Subjects include: Casework and Group work, Domestic Violence, Housing, Communication.

**RELEVANT SKILLS AND ABILITIES
Sector skills**

- Referred homeless clients to a range of agencies for assistance with accommodation
- Aided domestic violence victims in sharing their experience within group work
- Assisted young people in dealing with a range of issues including addiction, finances.

**Communication**

- Described court experience of assault victims in local TV appearance
- Wrote newsletter article on function of court volunteers
- Facilitated workshops on the development of independent living skills for tenants.

**Teamwork**

- Worked with diverse team members to raise funds for local community organisation
- Completed a group project for the Diploma establishing an online community meetup group
- Coordinated with other team members a week long jamboree for scouts and rovers.

**RELEVANT EMPLOYMENT AND WORK EXPERIENCE
Placement Student 2016
Wayss Housing (200 hours)**

- Interviewed young people to establish housing needs.

**Placement Student 2015
Department of Human Services (DHS) (200 hours)**

- Updated database on current housing availability.

**Youth Worker (Voluntary work) 2014 – Current
Melbourne City Youth Information Service**

- Crisis intervention and referrals to appropriate agencies.

**Accommodation Support Worker 2011 – 2013
Frankston Youth Housing**

- Interviewing new and potential tenants.

**ACHIEVEMENTS**

- Carried out a parachute jump to raise money for charity.

**REFEREES**

- Name, title, company, phone contact **OR** "Referees will be supplied at interview."