



# 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  
Chisholm Institute

**2015 - 2017**

- 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.

**Student Services**

9212 5269

*Chisholm*

## **RELEVANT EMPLOYMENT AND WORK EXPERIENCE**

### **Placement Student**

**2016**

#### **Wayss Housing (200 hours)**

- Interviewed young people to establish housing needs.

### **Placement Student**

#### **Department of Human Services (DHS) (200 hours)**

**2015**

- 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".