

Chronological Resumé with Profile

Danielle McIver

P:| (204) 489-7410

E:| D.McIver@umanitoba.ca

Highly skilled and empathetic Social Worker with more than 5 years of experience in leading, managing and supervising professional staff in social services. Past work has included customer and management services, program planning and development and educational guidance counselling. Passionate and attentive to detail with a knack for building lasting professional relationships.

EDUCATION

Bachelor of Social Work

September 2015 - Present

University of Manitoba

GPA: 4.0/4.5 (optional)

Relevant Courses: (optional)

Expected date of graduation: April 2018

RELATED EXPERIENCE

Employment Facilitator (field placement)

201X – Present

Reaching E-Quality Employment Services

Winnipeg, Manitoba

- Counsellled individually and in groups with clients requiring assistance in career development and employment preparation
- Advocated to employers on behalf of clients with disabilities who required additional assistance in finding employment
- Developed and facilitated Career Planning, Resumé Writing and Job Search workshops
- Liaised daily with other community agencies to meet client needs

ESL Tutor (volunteer)

201X – Present

University of Manitoba International Centre

- Communicated with a number of individuals and groups that contributed to a safe and diverse working environment through the development of supportive relationships with the participants
- Assisted the supervisors, as well as, other tutors in the preparation of extensive learning activities and events for international students that resulted to a rise in the popularity of our services.

Family Planning Counsellor (field placement)

201X – 201X

Planned Parenthood Manitoba, Inc.

- Provided individual counselling on human sexuality, reproductive health and contraception to clients based on their knowledge and needs
- Programmed and presented classes on family planning to immigrants and refugee communities to ensure proper information

Camp Counsellor (field placement)**Summer 200X**

Camp Rock

(May – August)

- Scheduled numerous, fun games and activities for young campers to make their camp experience enjoyable and memorable
- Coordinated special events like bonfires and camp theatre with fellow counsellors to ensure safe execution of events and the safety of the campers
- Monitored the physical, mental, social and emotional state of campers in order to provide appropriate guidance and service tailored to their needs

CONFERENCES/WORKSHOPS**Family Violence Training Program****July 201X**

Community Health Centre

Domestic Abuse Workshop**September 201X**

Klinic Community Health Centre

OTHER EXPERIENCE**Summer Employment Officer****Summer 201X**

Human Resource Development Centre

(May – August)

- Interviewed and referred multiple students to different summer employment opportunities in Manitoba
- Facilitated group information sessions on job search techniques to cater students with their needs in looking for jobs
- Promoted the services of students to potential employers ensuring multiple job opportunities throughout the season

EXTRACURRICULAR ACTIVITIES**Senior Stick****201X – 201X**Faculty of Social Work
University of Manitoba**Member, Volleyball Team****201X – Present**

University of Manitoba

SPECIAL SKILLS**COMPUTER SKILLS:**

- Microsoft Office Suite
- Windows platform
- MAC OS

LANGUAGES:

- English
- Spanish
- French

INTERESTS

- Volleyball
- Swimming
- Basketball
- Piano
- Reading

SAMPLE