

Jessica Ortega

1245 Cody Drive
Hays, KS 67601

785.220.5990
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Education

Bachelor of Social Work, May 2017
Minor: **Psychology**
Certifications: **Crisis Intervention; CPR/First Aid**
Fort Hays State University, Hays, KS

Internship Experience

Social Work and Guidance Counselor Practicum, January 20xx-May 20xx
USD 489, Hays, KS

- Facilitated counseling groups of 3-5 students covering topics such as social, training, and study skills
- Promoted individual programming and behavior modification for children who are challenged behaviorally and emotionally
- Observed students in the classroom setting to count and chart behaviors
- Used clinical skills to draw conclusions from all the testing and evaluation tools

Residence Counselor Intern, Summer 20xx

Salina Youth Correctional Center, Salina, KS

- Implemented services for youth with behavioral challenges
- Promoted individual programming and behavior modifications
- Instructed life skills training for youth and implemented individual counseling and assessment services

Other Experience

Personal Assistant, September 20xx – present

DSNWK, Hays, KS

- Assist residents with daily living skills while providing positive reinforcement and supervision

Tutor, August 20xx – present

Retention and Success, Fort Hays State University, Hays, KS

- Provide academic support and guidance to underclassmen in humanities courses

Professional Development

National Council Against Violence of Women and Children state conference participant

Hays Area Drug-Alcohol Summit Participant

Attended Grant Writing for Dummies Seminar

Organizations

Student Social Work Organization

- Organized fundraising initiative that raised \$2,000

SPURS (Community Service Organization)

- Performed nearly 100 hours of campus and local service

Name

5555 Canal Blvd.
Hays, KS 67601

(785) 628-5555
name@gmail.com

Education

Bachelor of Social Work, May 20xx
Certificate: **Grant Writing**
Fort Hays State University Hays, KS
GPA 3.52 on a 4.0 scale

Qualifications

- Skilled at building community support and partnerships
- Excellent communication, critical thinking, and organizational skills
- Fluent in Spanish

Related Experience

Social Work Practicum, January 20xx-Present
Living Independently in Northwest Kansas, Hays, KS

- Establish rapport, good listening and patience skills with consumers
- Provide support at a variety of support groups
- Work with adults and children with disabilities

Tutor, July 20xx-December 20xx
Juvenile Intake Services, Hays, KS

- Tutored youth in grades 6-8 in Mentoring Program
- Set learning and personal goals for youth and educated them on social skills
- Assisted with the juvenile surveillance program

Other Experience

Server/Trainer, November 20xx-Present
Gutch's, Hays KS

- Assist with scheduling and training of new employees
- Communicate with customers through providing meal suggestions, answering questions, taking orders
- Handle multiple cash and credit card transactions

Professional Development

- National Council Against Violence of Women and Children, state conference participant
- Bismarck-Mandan Drug-Alcohol Summit
- Grant Writing for Dummies Seminar

Organizations/Activities

- Social Work Club
- Make a Difference Day, Campus Coordinator
 - Led food drive campaign to benefit a local homeless shelter