

# JOHN JONES

30 Main Street  
Buffalo, New York 14200  
(716) 888-8888

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**OBJECTIVE:** Community Counselor

**EDUCATION:** **State University College at Buffalo, New York**  
Bachelor of Science in Social Work, December 20XX  
Minor in Religious Studies  
GPA: 3.7/4.0  
Recipient of the Buffalo State Alumni Association Scholarship

**INTERNSHIPS:** **Sexuality Center, State University College at Buffalo, New York, 9/XX-Present**  
Director of Personnel/Pregnancy Counselor

- Recruit and interview new volunteers.
- Schedule and supervise volunteer staff of fifteen.
- Compile clients' medical history.
- Explain various test procedures, inform clients of results and discuss alternatives.
- Provide supportive counseling to clients.

**Haven House Children's Program, Buffalo, New York, 6/XX-7/XX**  
Social Work Intern

- Counseled children aged 2 to 16 in a women's shelter.
- Planned and oversaw daily recreational activities.
- Participated in case conferences.

**COMMUNITY SERVICE:** **Variety Club Telethon, Buffalo, New York, 4/XX**

- Set up hospitality rooms for the volunteers and entertainers.

**Our Lady of Lourdes Soup Kitchen, Buffalo, New York, 9/XX-2/XX**

- Prepared and served lunch to the poor.

**Red Cross, Buffalo, New York, 6/XX-11/XX**

- Coordinated successful blood drive on campus.
- Handled publicity to recruit donors.

**ACTIVITIES:** Member, Social Work Student Organization  
Member, National Association of Social Workers

**EMPLOYMENT:** **New York Sportservice, Memorial Auditorium, Buffalo, New York, 9/XX-Present**  
Promoted to Maintenance Supervisor

- Hire, train and schedule all maintenance personnel.

**Siegfried Construction Company, Buffalo, New York, 9/XX-12/XX**  
Mechanic

- Maintained machinery and equipment.

**REFERENCES:** Available upon request