

Syndie Smith

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EDUCATION

La Salle University,

Bachelor of Social Work

Cumulative GPA: **3.4**, Social Work GPA: **3.75**

Dean's List: Fall 20XX and Fall 20XX

Philadelphia, PA

May 20XX

HUMAN SERVICES EXPERIENCE

Hospital Elder Life Program

Intern

- Maintain cognitive and physical function of high-risk older adults during hospitalization
- Maximize independence at discharge
- Assist with the transition from the hospital to the home
- Prevent unplanned hospital readmissions

Abington, PA

September 20XX-Present

RENU Program

Intern

- Closed cases referred to RENU from Division of Family Youth Services (DYFS)
- Attended supervised visits of families with parenting coach
- Attended/Observed Parent Team Meetings with Division of Family Youth Services (DYFS)
- Observed Intensive Outpatient Therapy for Substance Abusers

Williamstown, NJ

January 20XX-April 20XX

Neighborhood Tutoring

Tutor

- Assisted in an after-school homework help program for children in 1st through 8th grades
- Provided one-on-one help with the same child, two times per week
- Offered students learning enrichment through educational games
- Gave instruction on different ways to complete assignments

Philadelphia, PA

September 20XX-January 20XX

Kids Net Learning Center

Teacher's Aide

- Assisted with managing a classroom which consisted of twenty children ages 2-3
- Provided environmental enrichment through play, music, and art
- Assisted teachers with creating and carrying out lesson plans
- Provided personal care and play supervision
- Handled first-aid responsibilities and parent relations

Sicklerville, NJ

January 20XX-October 20XX

ADDITIONAL WORK EXPERIENCE

Valley Brook Country Club

Banquet Server

- Serve food and beverage to patrons
- Provide table maintenance
- In charge of event preparation and closing
- Manage fellow banquet servers and oversee client requests as Party Head

Blackwood, NJ

October 20XX-Present

ACCOMPLISHMENTS

Phi Alpha Honor Society

President's List -- Spring 20XX and Spring 20XX

SKILLS

Proficient in Microsoft Word, PowerPoint and Excel