**Sarah Parker**

1111 Great Street Windy City, IL

555.555.5555 |myname@gmail.com

**SOCIAL AND COMMUNITY SERVICE MANAGER**

**•** Strategic Thinker • Process Improvement • Excellent Communication

• Decision-Maker • Relationship Builder • Effective Collaboration

• Proven Leader • Strong Interpersonal Skills • Improve Data Flow

**EDUCATION**

**Bachelor of Arts, Health and Human Services** May 2014

Ashford University, San Diego, CA

**PROFESSIONAL EXPERIENCE**

**Social Services Manager** May 2014 – Present

No Name Company – Windy City, IL

* Manage day-to-day operations of eligibility benefits for different programs to include management of 50-100 employees
* Participate in strategic planning processe4s and lead divisional goals such as reducing backlog
* Coordinate the hiring process for entry level employees, including the screening of applicants, scheduling job assessments and organizing the interview panels
* Research and analyze reports to ensure program compliance and performance goals

**Quality and Training Coordinator**  May 2012 – May 2014

Windy Company - Somewhere City, NE

* Provided timely and accurate feedback on employee performance through coaching, mentoring and annual performance reviews
* Promoted effective communication and collaboration of processes by serving as a liaison between divisions
* Ensured adherence of staff to the federal guidelines regarding the administration of public assistance programs

**COMMUNITY INVOLVEMENT**

Human Services Volunteer September 2018 – December 2018

Services, Inc – Windy City, IL

* Screened people for food support, medical coverage and energy assistance
* Gained an understanding of community resources

**PROFESSIONAL ORGANIZATIONS**

*Member*, American Public Human Services Association

*Member*, The Society for Public Health Education (SOPHE)