

JEREMY SOMEONE

444 Street Name, City Name, VA 22601
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OBJECTIVE

To gain employment as a program coordinator at the National Minority AIDS Council in Washington, DC

EDUCATION

Bachelor of Science in Public Health Anticipated Graduation: May 2015
Minor in Biology Cumulative GPA: 3.3
Shenandoah University, Winchester, VA

Associate of Science in General Education Graduated: May 2013
Northern Virginia Community College, Annandale, VA Cumulative GPA: 3.6

RELEVANT EXPERIENCE

Qualified Intellectual Disability Professional February 2010 – Present
Residential Counselor February 2010 – Present
Direct Support Personnel February 2007 – February 2010
Community Residences, Chantilly, VA

- Facilitated recreational activities and supervised work and study programs
- Monitored and evaluated specify goals and objectives about Individual Service Plans
- Maintained HIPA laws in residence and with Direct Support Personnel
- Counseled residents in identifying and resolving social and other problems
- Administered medication and provided transportation to doctor's appointments
- Processed patient data into Excel spreadsheet

Intern January 2015 – Present
Dr. Diana Ketterman – Specialist in Mental Health – Martinsburg, WV

- Met with members of non-governmental organizations to discuss mental health
- Organized book signing events for new book "The Child of Royalty"
- Scheduled appointments utilizing Google Calendar

PROFESSIONAL DEVELOPMENT

"Autobiographical Memories" Workshop, Washington, DC January 2015

SKILLS

Proficient in French and English, written and verbal
Proficient in Microsoft Office including Word, Excel, and Access