

## Sample Resume 4: Human Services Resume

- Do not copy this sample of a Human Services resume word for word – employers see a lot of resumes, but will notice if resumes from UOW students are alike.

Mary McDonald  
238 Crown Street  
Wollongong NSW 2500  
02 4299 9999  
0412 989 999  
mMMM@optusnet.com.au

### SKILLS SUMMARY

- Highly developed mediation, counselling and crisis intervention skills used in group and individual settings
- Two years experience working with individuals and families with drug and alcohol issues
- Excellent oral and written communication skills acquired through post-graduate qualifications and applied in a range of work settings
- Outstanding knowledge and expertise in assessment and report writing
- Extensive experience in problem solving and negotiation skills gained through training and employment as a Family Court Counsellor

### EDUCATION

2009	<b>Bachelor of Psychology</b> University of Wollongong [Grade achieved – First Class Honours and High Distinction for thesis]
2005	<b>HSC (Higher School Certificate)</b> The Illawarra Grammar School [UAI – 91.5]

### ADDITIONAL TRAINING

2009	<b>Mediation and Negotiation Skills – A Facilitator's Guide</b> ~ 3 day course Centre for Community Welfare Training (CCWT)
2007	<b>Counselling Clients with Drug and Alcohol Abuse Issues</b> ~ 2 day course Wesley Gambling Counselling Service

Mary McDonald

### EMPLOYMENT HISTORY

Mar 2009  
-Current

**Family Court Counsellor - Wollongong Court House, NSW**

Responsibilities:

- Conducting counselling with families, individuals and children who were accessing Wollongong Family Court due to family breakdown
- Resolving disputes between spouses in relation to property settlements and child access arrangements
- Providing written assessments and reports to solicitors and various agencies regarding family mediation matters
- Supervision and training of at least 5 other staff members

Dec 2006  
-Dec 2008

**Drug and Alcohol Worker – SESIAHS, NSW**

Responsibilities:

- Conducting comprehensive assessments and individual/group counselling with a shared client base
- Motivational interviewing with clients
- Referral of clients to appropriate services where required
- Suicide intervention
- Liaising with the local mental health team when clients presented as dual diagnosis

### MEMBERSHIPS

2006 - Current      **Australian Psychological Society – Associate Member**

### COMMUNITY RELATED EXPERIENCES

2005      **Volunteer Lifeline Counsellor – Lifeline, Wollongong**  
Responsible for assisting a wide range of clients via telephone counselling on 24 hour roster basis.

### REFEREES

Doug Bosco  
Illawarra Drug and Alcohol Service  
PO Box 3333  
Wollongong NSW 2500  
02 4222 2220

Carol Smart  
Wollongong Court House  
5 Court Street  
Wollongong NSW 2500  
02 4221 1111

Mary McDonald