

**Joanna Doe**

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**Education**

**California State University, Los Angeles** Los Angeles, CA  
Bachelors of Arts, Social Work, minor in Child Development June 2008

**Pasadena City College,** Pasadena, CA  
Associate of Arts, Liberal Arts, certificate Drug and Alcohol Specialist May 2005

**Experience**

**White Memorial Medical Center,** Los Angeles, CA  
Healthy Start Hospital Liaison/Medical Social Worker 9/07-present

- Provided psycho-social assessments and counseling.
- Provided emergency concrete assistance, information.
- Ran family support groups and referred patients to community resources during prenatal and post-partum periods.
- Participated in multidisciplinary teams for discharge planning of high-risk patients for linkage to available prenatal and post-partum home services.
- Provided follow up by telephone and appointment support with patient for on-going assistance with social issues to promote continued medical and social service follow up.

**Health District #4 Clinic,** Los Angeles, CA  
Medical Social Worker 6/04 - 9/07

- Provided psycho-social assessments, on-going casework counseling and crisis intervention.
- Handled client registration, and made referrals to affiliated hospitals and other agencies.
- Performed case management and telephone follow-up for appointment support.
- Developed case management treatment plans with members of the interdisciplinary health team.

**Lourdes Hospital - Family Support Program,** Los Angeles, CA  
Family Service Intern 10/03-6/04

- Assisted in case management and co-facilitating activities.
- Worked with children and families in making needs assessments and referrals.
- Conducted training sessions, workshops, and co-facilitated the creation of parent and youth support groups.

**Los Angeles Citizens for Children and Youth,** Los Angeles, CA  
Child Health Care Advocacy/Outreach Case Manager 12/02 - 5/04

- Carried a case load of 25 medically fragile children
- Responsible for ensuring clients were medically compliant
- Working on children's health care issues and policies.
- Perform research in areas of health care for children.

**United Way, Fundraising Department,** Los Angeles, CA  
Foundation Support Office Staff 12/00 -10/02

- Edited and revised proposals for funding helped raise \$8 million for United Way charities and activities.
- Developed archive of materials for use in fundraising, and collated promotional and informative media.
- Performed research in quality of care issues in reproductive health for adolescent girls and boys.
- Reorganized filing system for agency-wide collection of information on philanthropically-funded projects.

**The Refugee Assistance Program,** Fountain Valley, CA  
Caseworker/Translator 11/99-12/00

- Performed job development, counseling and case management assistance on individual basis.

- Referred clients to local education, social service and health care agencies.
- Assisted staff with translations of refugee cases.

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**Riverside County Department of Social Services,**  
Teenage Service Act Program Assistant/Caseworker Intern

Riverside, CA  
1/99-8/99

- Performed case management, counseling, and home family visits.
- Performed assessments and educational planning for adolescents.
- Worked on special projects and participated in committee meetings and events.

### **Activities/Leadership**

President, Asian American Social Work Council 9/00-present (University of Pennsylvania)

Vice President, Human Development Student Organization 9/98-5/99 (Binghamton University)

Vice President of China Night Executive Board, Chinese Association Student Union 8/98-11/98 (Binghamton University)

Class President, Vice President, Public Relations, Sigma Psi Zeta Sorority Inc. 2/96-12/98 (Binghamton University)

### **Awards/Honors**

Who's Who Among Student's in American Universities and Colleges 1999 Award

Recognition Award for outstanding volunteer effort at the Refugee Assistance Program 1999

The Sister of The Year Award from Sigma Psi Zeta Sorority Inc. 1998

Dean's list 1998-1999

### **Community Service/ Volunteer**

Served on the Screening Committee for Catholic Charities (Teen Transitional Living Program)

Selected to serve on the Search Committee for the Campus Activities Department and The School of Education and Human Development Department.

Initiated an art project at Wilson Memorial Regional Medical Center and Binghamton General Hospital to help children who had undergone surgical procedures and are recovering from major illnesses.

Participated in running the American Red Cross Blood Drive, collected food, clothes, and money for CHOW and read books to children at the Binghamton Day Care Center.

Designed a web page for the Decker School of Nursing and the Alzheimer's Disease Center

### **Skills**

Abilities: Strong interpersonal, organizational, analytical, counseling and case management skills

Computer: Microsoft Office Applications, and Internet Tools

Languages: Fluent in Vietnamese