

AMELIA D. TRAINOR

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PROFILE

- Social Work professional with exemplary skills working with people in crisis
- Ability to develop rapport with clients; excellent interpersonal, listening, and communication skills
- Set and maintain professional boundaries, keep sensitive information confidential
- Skilled researcher, excellent report writing skills, and strong attention to detail
- Goal-oriented, motivated, and proactive; self-directed and able to work independently

EDUCATION

B.S.W., Social Work, Minor in Sociology, Hood College, Frederick, MD May 2011

- GPA: 3.99
- Dean's List; Hood College Scholar; Convocation Honors
- Member, Phi Kappa Phi Honor Society; Phi Alpha Honor Society
- Historian, National Honor Society

SOCIAL WORK EXPERIENCE

Social Work Intern, Community Agency School Services (CASS), Emmitsburg, MD 2010-present

- Directly manage a caseload of 3 clients
- Provide intake, evaluation, resource referral, and ongoing case management
- Collaborate cooperatively in multidisciplinary evaluations, assessments, and treatment plans
- Attend, present, and complete documentation of case management for team meetings
- Perform liaison duties between families and local resource agencies to ensure continuity of care
- Communicate and clarify agency policies and resources for clients
- Prepare accurate records per agency requirement
- Coordinate parent workshops as a community service project
- Design and facilitate a six-week self-concept group for elementary school age children

Hotline Advocate, Heartly House, Inc., Frederick, MD 2008-2009

- Provided intake, advocacy, and resource referrals for clients
- Assessed client safety and provided ongoing support and encouragement
- Maintained strictest confidentiality
- Prepared accurate records as specified by agency policy

ADDITIONAL EXPERIENCE

Office Automation Clerk, USAMRMC, Fort Detrick, MD 2008-present

Office Coordinator, Maryland Institute of Technology, Frederick, MD 2005-2008

Teacher Assistant, Discovery Elementary School, Baltimore, MD 2002-2005

PROFESSIONAL AFFILIATIONS

National Association of Social Workers (NASW) 2009-present

Hood College Student Social Worker Organization (SSWO) 2008-present

SKILLS

Microsoft Word, PowerPoint and Excel; speak, read, and write Spanish fluently