

# Fran Freud

Mailing Address / City, State, Zip  
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**Objective:** Seeking an internship in a residential treatment facility for at-risk youth

*Special skills include language.*

**Skills Overview:** *Be sure to include level of fluency*

*Use an objective when identifying a specific focus*

- Bilingual and Bicultural: English and Spanish
- Proficient using SPSS; Windows 7; Microsoft Office Suite, including Word, Excel, and PowerPoint
- Able to remain calm in high-pressure environments; not easily intimidated
- Organized and efficient managing my time with competing priorities
- CPR and First Aid Certified, expires April 20XX
- Available for evening and weekend shifts

*Add relevant certifications, including expiration dates*

## Education

Metropolitan State University of Denver, Anticipated Graduation: May 20XX

- Pursuing a Bachelor of Science in Human Services with a Concentration in High Risk Youth Studies
- GPA: 3.16
- Member of the Association of Nonprofit Professionals
- Active student member in the Research Club and Journal Club

*Add GPA if above 3.0*

Degree Related Course Work and Projects: *Include advanced course work*

- Resistive Adolescent Client
  - Learned motivational approaches to dealing with anger and understanding of cultural barriers to effective counseling
- Multicultural Issues in Human Services
  - Studied the historical oppression of cultural groups and examined the trauma and impact of bias, prejudice, and discrimination
- High Risk and Offender Youth
  - Analyzed the role of community, family, and youth-specific risks and protective factors
- Youth, Drugs, and Gangs
  - Explored the reasons youth are attracted to and join gangs and the correlation between substance abuse and violence

*Lead vs. Led - Present tense is "lead". Past tense is "led".*

## Volunteer Experience:

South Suburban Parks and Recreation, Soccer Coach

April 20XX - Present

- **Lead** 12-year-old girls in weekly practices, games, and occasional tournaments
- Develop technical skills while fostering sportsmanship and camaraderie

## Employment Experience:

Red Robin, Server

February 20XX - Present

- Excel in fast-moving environment and respond to customer requests and concerns

First Bank of Colorado, Teller

May 20XX - January 20XX

- Provided efficient customer service while ensuring cash management accuracy

*List work experiences that highlight longevity, relevance or strong work skills*