

# Elena Brown

Social Work Assistant

## CONTACT

(720) 555-7689

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Denver, CO

## EDUCATION

### Bachelor of Social Work (BSW)

University of Colorado Denver, CO

May 2024

### Certifications

- CPR and First Aid Certified – January 2025
- Certified in Mental Health First Aid (MHFA) – April 2024

## LINKS

LinkedIn: /in/elenabrown

## PROFESSIONAL SUMMARY

Compassionate and organized Social Work graduate with a strong foundation in case management and client advocacy. Seeking a Social Work Assistant role at Denver Community Outreach Center to provide administrative support and assist in delivering essential services to underserved populations.

## SKILLS

Proficient in client intake, scheduling, and maintaining case files



Knowledge of Medicaid and community resource programs



Strong interpersonal, time management, and communication skills



Experience with crisis intervention and de-escalation techniques



## EXPERIENCE

### Intern

2024 - 2024

#### Denver Community Outreach Center, CO

- Supported senior social workers in coordinating community programs for low-income families.
- Conducted initial client assessments and prepared case summaries for review.
- Updated and maintained accurate case records using client management software.
- Assisted clients in completing applications for housing and financial assistance programs.

### Volunteer

2023 - 2023

#### Hope House Denver, Arvada, CO

- Organized and facilitated workshops for teen mothers on life skills and parenting strategies.
- Assisted in the distribution of food and other essential resources.
- Supported program development by creating workshop schedules and gathering feedback from participants.
- Provided emotional support to teen mothers during challenging situations.