

**John Smith**  
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**Objective:** A position in child protection and family support services with a company that utilizes a strengths-based approach, where I will be able to contribute my skills in counseling, training, advocacy, and administration for the benefit and overall growth of the individuals I work with.

### **Highlights of Qualifications**

Diplomatic Communicator with much cross-cultural experience.  
Works collaboratively with other team members  
Outstanding skills in assessing clients' needs  
Excellent Public Relations with an emphasis on caring for heart needs, as well as logistics.  
Deep compassion and commitment in helping families under stress  
Efficient in Microsoft Word, Access, Excel, and PowerPoint

### **Professional Experience**

Team USA Denver, CO  
**Executive Director** 2008 to Present

- Laid a foundation for the opening of a non-profit home for expectant mothers and women in distress.
- Networked with local agencies and similar homes to establish policies and procedures for education and career development, case management, and life skills classes.
- Worked with a Board of Directors to fund raise, create a volunteer network and recruit staff.

Kona Elementary School Kona, HI  
**English Tutor/Administrative Assistant** 2006 to 2007

- Assisted one faculty with a staff of 22 tutors in over 50 classrooms.
- Handled communications and training aspects.
- Prepared and implemented daily individualized and group lesson plans.
- Tested orally 200 students a year.
- Photographed and kept track of each student, language group (17 languages).

Hona Middle School and High School Kealekekua, HI  
**Special Education Teacher** 2006 to 2008

- Devised and implemented behavior plans for severe autistic students resulting in marked progress in communication and awareness of abilities.
- Pioneered an physical education program that enhanced student well-being and decreased medication and aggression.

University of the Nations

Kona, HI

**Focus Team Leader, Trainer, Facilitator**

1999 to 2005

- Staffed, taught, and created resources for schools of students who subsequently traveled overseas for 2-6 months outreaches using newly acquired skills of Primary Health Care, Early Childhood Education, Teaching English, and Multicultural Service.
- Participated in the Transition Team at the University '03-'04
- Prepared over 300 students and staff for transition into Cambodian Culture.
- Led two perspectives internationally recognized college accredited courses.
- Acquired further Primary Health Care and Counseling skills.

Reconciliation Walk Project

Istanbul, Turkey

**Administrator and Office Manager**

1997 to 1999

- Managed team applications, travel and training preceding travel
- Arranged housing and transportation for over 60 groups of participants.
- Helped run orientations, advised team, debriefed and wrote reports on the projects.

Youth With A Mission

Denver, CO

**School and Outreach Leader**

1991 to 1997

- Led and staffed a total of nine Discipleship Training Schools for between 20-45 students, each five months in length.
- Led Small Groups, Trained Staff, Created Leadership resources
- Member of Management Team for five years.
- Designed and implemented a curriculum for a children's ministry program
- Helped Design and administrate a new school, trained 4 new school leaders
- My Outreach locations were Mexico, Guatemala, India, Turkey, Cambodia, Israel and the U.S.

### Education

Santa Monica University

Santa Monica, CA

**BA in Biology**

University of Northern Colorado

Denver, CO

**MA candidate in Clinical Counseling**

Present

**References:** Available upon request