**Steph Pointer**

800 Prentice Street, Stevens Point WI

715-316-0123 ⋅ Steph.Pointer@uwsp.edu

EDUCATION:

Bachelor of Science Anticipated May 2019

University of Wisconsin-Stevens Point (UWSP), Stevens Point, WI

Majors: **Sociology**

Minor: **Psychology**

EXPERIENCE:

Brookdale Senior Living Center, Stevens Point, WI

**Direct Care Aide** May 2017 to present

* Created an Excel-base database to better manage intake, treatment and care records, which provided all staff with an encrypted 24/7 online access to patient records
* Conduct assessments, plan and implement facility’s drug disbursement policies and follow all client care plans

Boys and Girls Club of Portage County, Stevens Point, WI

**Volunteer** December 2015 to present

* Helped staff members prepare and operate programs for local youth
* Assist students with homework and study skills and work collaboratively with leadership team

Students for Sustainability, UWSP

**Treasurer** August 2018 to present

* Developed a fiscal year budget, responsible for payments and reimbursements for supplies for all members
* Work with diverse student population, campus admirations, student government association and off campus non-profits to ensure that all regulations are followed for accurate reporting

**Member** August 2015 to present

Sociology and Social Work Organization (SSWO), UWSP

**President**  July 2017 to June 2018

McDonalds, Madison, WI June 2012 to August 2015

**Crew membe**r

* Worked full time during summer and part time during the school year
* Provided front counter coverage, helped customers through the ordering process, accountable for an accurate cash register till, detailed cleaning routine while providing a positive customer experience

AWARDS AND HONORS:

UWSP Dean’s list 2015 to present

University Leadership Award Recipient 2017

Recognition for engagement and leadership in SSWO

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REFERENCES:

Name, title

Address/email

Phone

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(Application date – if applicable)

As a junior majoring in Sociology at the University of Wisconsin-Stevens Point, I am dedicated to applying the information I learned in my courses into direct practice. I am prepared to be professional and ethical as an intern with your organization. I look forward to learning from seasoned professionals in this field. My academic success, volunteer work, and professional experiences have prepared me well for this position.

* **Academic success.** I have completed advanced level courses in Sociology and Social Work, and I am involved in the Sociology and Social Work student organization. I am also a member of the Sociology honors Society.
* **Volunteer involvement.** For the past three semesters, I have volunteered with the Special Olympics to provide one-on-one coaching to youth and adults with developmental disabilities.
* **Professional experience**. As a student employee with the child care center on campus, I implement individualized learning plans for students with intellectual disabilities.

I am excited by the chance to contribute to your organization and am prepared to engage in continuous learning. My enclosed resume expands on my coursework, volunteer involvement and professional experience. As I prepare for a career in the human and social services, I am dedicated to learning more about the field by collaboration with professionals, and I look forward to the opportunity to further develop my skills. Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Steph Pointer