

Sample of Resume - Social Work Assistant (Social and Public Services)

Job Title: Social Work Assistant

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PROFILE

I graduated from the department of Social Work and finished the fieldwork in Social Welfare Organization. I have enough knowledge and experience to provide support and services to people in need. I am diligent, highly organized and efficient to finish different tasks accurately. I am also attentive and I have strong communication and interpersonal skills. I can communicate and work with colleagues and clients effectively to solve various problems.

WORK EXPERIENCE

Oct 2019 – Apr 2020

Social Work Assistant (Internship), Social Welfare Organization

- Follow the policies and procedures of the organization when carry out duties
- Assist registered social workers to provide services to those in need in the community
- Assist operational duties and administrative work of the organization

EDUCATION

2018 – 2020

Hong Kong Institute of Vocational Education

Higher Diploma in Social Work

2012 – 2018

Hong Kong Secondary School

HKDSE: Chinese 4, English 4, Mathematic 2, Liberal Studies 3, Chinese History 3, Economics 3

PERSOANL SKILLS

- Common Recruitment Examination (CRE)
Pass in the Aptitude Test, Level 2 in Use of Chinese and English
- Proficient in Cantonese and English, fluent in Mandarin
- Good command of written Chinese and English
- Proficient in MS Word, Excel, PowerPoint