

Kara Forem

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Objective	To obtain a position as Program Coordinator utilizing organizational, coordination, and public relations skills
Education	Middle Tennessee State University <i>Bachelor of Social Work</i> , May 2009 Major GPA: 3.7/4.0, Overall GPA: 3.5/4.0
Related Experience	Pineland Mental Health , Nashville, TN <i>Children's Advocate Assistant</i> , January 2006-present <ul style="list-style-type: none">• Identify children's immediate needs• Refer at-risk children to proper community services• Organize and observe youth in office setting• Counsel children and youth with social adjustment difficulties Bulloch County Safe Shelter , Nashville, TN <i>Volunteer</i> , May 2005-May 2006 <ul style="list-style-type: none">• Organized activities for children at shelter• Scheduled appointments for abused women with social service agencies• Assisted single parents with legal action procedures• Consulted with parents, teachers, and counselors to identify various issues and concerns
Other Experience	Counseling Services, MTSU , Murfreesboro, TN <i>Student Assistant</i> , August 2005-December 2008 <ul style="list-style-type: none">• Coordinated appointments for counselors and students• Created files and maintained alphabetical filing system• Answered multi-line phone system and directed calls to appropriate individuals• Assisted in providing a clean and neat atmosphere• Completed mass mailings• Trusted with confidential information on a daily basis
Computer Skills	<ul style="list-style-type: none">• Microsoft Word, Excel, PowerPoint, SPSS
Professional	<ul style="list-style-type: none">• Organize date effectively• Excellent oral and written communication skills• Good interpersonal skills• Counseling and interviewing skills
Professional Development	<ul style="list-style-type: none">• Habitat for Humanity Member, 2005-2007 Spokesperson for Safe Shelter for women on campus of MTSU, Spring 2006
Awards/Honors	<ul style="list-style-type: none">• HOPE Scholarship, 4 years