

July 10, 2015

To Whom it May Concern,

My name is Maureen Wilson. I am currently working full time as a Human Service Worker at the Goodwill Inn Homeless Shelter in Traverse City, Michigan. I will have worked with at Goodwill Inn for three years in late August 2015. I work one on one with our guests. We have single male and female guests as well as Family guests.

I graduated from Kaplan University Online in October 2013 with my Bachelor's of Science in Human Services with concentration in Child and Family Welfare. I have always had a passion to work with those in need. I am a hard working individual, love learning new things and I am a self starter and I catch on to new things quickly. I was recently voted as employee of the quarter.

My husband and I are planning a move to the Lexington area soon. He has been working on details for a job offer he received. Currently they are in contact and we plan to likely re-locate sometime either this summer or early fall. We are very excited about the possibility of moving to the area and hope to do so before winter.

Sincerely, Maureen Wilson

Maureen Wilson

2804 West Ironwood Drive

231-463-4696

Traverse City, MI 49685

nosliw1029@gmail.com

Human Service Career

I have Experience working in the Human Service field with homeless single individuals as well as families. I would like to expand my area of experience within the field and be a part of helping others.

RELEVANT EXPERIENCE:

Human Service Worker

- Experience with family and single guest intake processes
- Entry/Exit and assessment process
- Experience working with homeless Families with children as well as single individuals
- Nomination for employee of the quarter for work ethics
- Input and Ideas into Projects
- Enforcing Inn policies and procedures to ensure Guest compliance, success and safety
- Observing consumption of medication
- Case Noting and documenting data
- Assisting guests with needs and concerns

Certifications

- Current HMIS certification
- Current Adult CPR certification

Skills

Microsoft Word

2012-present

Microsoft Excell

2012-present

Microsoft Power Point	2012-present
Trained in HMIS	2012-present
Trained in QSOBB	2012-present
Office equipment	2012-present
<ul style="list-style-type: none"> • fax machine • scanner • copier • laminator • multi-line telephones 	

WORK HISTORY

Goodwill Industries, Traverse City, MI

Human Service Worker (2012-Present)

Culvers

Crew Member (2012-2012)

Harrington's By the Bay, Greilickville, MI

Prep Cook (2011-2012)

Grand Traverse Band of Ottawa Chippewa Indians, Williamsburg, MI

Line Cook (2008-2011)

Graceland Fruit, Co., Frankfort, MI

Lab Technician (1999-2005)

EDUCATION

Bachelor's of Science in Human Services

October 2013

Concentration: Child and Family Welfare

Kaplan University Online

GPA 3.91

Summa Cum Laude

CNA Classes

February 2008

Bortz Health Care

Early Childhood Education

1999

Traverse Bay Area Career Tech Center

VOLUNTEERING

Goodwill Inn

- Fall Food Drive

2012

HONORS

Kaplan University Deans List

Kaplan University Presidents List

Kaplan University Honor Society Nominee

Graduated Summa Cum Laude-October 2013