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EXPERTISE SKILLS

- social work
- family support
- outreach programs
- case assessments
- trauma-informed care
- public speaking

LANGUAGES

- English
- Spanish
- French

CERTIFICATION

- Master of Social Work, New York University, 2015

REFERENCES

John Smith

Senior Manager, Tech Corp
john.smith@email.com

Sarah Johnson

Director, Innovation Labs
sarah.j@email.com

Michael Brown

VP Engineering, Solutions Inc
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MICHAEL ANDERSON

ADOPTION SERVICES SUPERVISOR

Innovative and compassionate Adoption Services Coordinator with a strong background in social work and child advocacy. Expertise in facilitating adoptions that prioritize the best interests of children while supporting families through complex emotional and legal processes. Proven track record in developing and executing outreach programs that connect families with necessary resources and support systems.

PROFESSIONAL EXPERIENCE

Bright Futures Agency

Mar 2018 - Present

Adoption Services Supervisor

- Supervised a team of adoption coordinators, providing guidance and support to enhance service delivery.
- Developed outreach initiatives to increase awareness of adoption services within the community.
- Conducted training sessions on trauma-informed care for staff working with adoptive families.
- Managed complex adoption cases, ensuring all legal requirements were met.
- Collaborated with mental health professionals to provide holistic support to families.
- Utilized case management systems to track family progress and outcomes.

Community Adoption Network

Dec 2015 - Jan 2018

Adoption Services Associate

- Assisted families in navigating the adoption process, providing resources and emotional support.
- Conducted initial assessments to evaluate family readiness and needs.
- Collaborated with legal teams to prepare necessary documentation for adoption proceedings.
- Facilitated support groups for adoptive parents to share experiences and resources.
- Maintained accurate case files and documentation in compliance with agency policies.
- Engaged in public speaking to promote adoption awareness at community events.

ACHIEVEMENTS

- Successfully implemented a community outreach program that increased adoption inquiries by 50%.
- Received a commendation for outstanding service from the State Department of Children and Family Services.
- Developed a resource guide that improved access to services for families by 35%.