

SAMPLE RESUME

Joan Smith

Brooklyn, NY | 718-368-5000 | jsmith01@mail.com

EDUCATION

Kingsborough Community College, Brooklyn, NY

Associate of Science in Mental Health & Human Services

Expected June 2026

PRACTICUM (Kingsborough Community College)

Menorah Center for Rehabilitation & Nursing Care, Brooklyn, NY

Spring 2025

- Provided one to one check ins with residents to monitor mood and well-being, and documented notes for clinical team.
- Helped facilitate small group activities involving mindfulness and stress management with attending clinician.

Block Institute, Brooklyn, NY

Fall 2025

- Assisted clinicians in running structured activities that promoted emotional regulation and social skills for individuals with developmental disabilities.
- Helped prepare progress notes and update charts for the clinical team.

WORK EXPERIENCE

Brooklyn Cares Wellness Center, Brooklyn, NY

10/2025-Present

Peer Support

- Provide emotional support and resources to students experiencing stress or mental health challenges.
- Assist with organizing workshops on self-care, stress management, and emotional well-being.
- Maintain confidentiality and uphold ethical standards in all peer interactions.

HONORS & AWARDS

- **Kingsborough Community College, Dean's List, Fall 2024 & Spring 2025**
- **Phi Theta Kappa Honor Society, 2024-Present**

SKILLS

- Proficient in Microsoft Word, Excel, & PowerPoint
- Crisis Intervention & Support
- Active Listening & Empathy
- Case Documentation
- Confidentiality & Ethics Awareness
- Basic knowledge of the DSM - 5