

UMF Career Services

Annotated Resume

Have questions? Go to <http://www2.umf.maine.edu/careers/resume-toolbox/> for examples and advice.

If you have a LinkedIn profile, include the URL here.

Wendy S. Greenleaf

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www.linkedin.com/in/wendygreenleaf/

Profile An active listener with strong interpersonal skills who strives to understand client needs and provide exceptional results

Education

If your GPA is over 3.0, list it here.

University of Maine at Farmington (UMF), Farmington, Maine
B.A. Psychology with a minor in History, May 2013
3.51 GPA, Dean's List Recipient
Eligible for MHRT-C certification in the state of Maine

List all certifications. If more than one, create a separate section.

Human Service Experience

Mental Health Rehabilitation Technician, January 2013 - present
Community Correctional Alternatives, Farmington, Maine

- Provide one-to-one support for adult clients with various mental illnesses
- Support each client's goal of developing life skills and working toward independent living
- Document daily activities with clients and progress toward meeting goals

Separate your experience into sections. List the section that applies to your desired job first.

Assistant Director, Summers 2011 and 2012
Growing Opportunities Summer Camp, Howland, Maine

- Organized outdoor recreational activities for boys age 9 to 15 with
- Worked one-on-one with campers during "time-out" sessions for in frequently de-escalating conflict between campers
- Taught team- and self-esteem building skills related to camping and outdoor recreation

Begin with an action verb. Use present tense for current work; past tense for past work.

Mentoring Experience

Mentor, PALS Program, 2010-2011
Mountain Valley High School, Rumford, Maine

- Trained to work one-on-one with children ages 8 to 13 on academic and social issues
- Socialized children in therapeutic recreational activities
- Trained other PALS mentors in behavior modification techniques

Quantify whenever possible.

Avoid the words I, me and my in your resume.

Coaching Experience

Softball Coach, Summer 2009
YMCA Youth Soccer, Camden, Maine

- Taught fundamentals, injury prevention strategies, and field positions to children ages 6 to 12
- Organized practices and scrimmages for teams of 11 children

Separate your experience into sections. List the section that applies to your desired job first.

Course Highlights

Family Theory and Psychopathology, Introduction to Counseling and Personality, Death and Dying, Adulthood and Aging, Child and Adolescent Development, Abnormal Psychology, and Foundations in Human Behavior, Crisis Intervention and Stabilization and Research Methods in Psychology

Consider adding this section if you want to highlight courses taken in a particular area.

Software Skills

Proficiency with Microsoft Word, Excel, Powerpoint, Systat, and Photoshop. Familiar with pc and mac computers.

Research Experience

Delivered a presentation on the efficacy of an anti-smoking campaign (The TRUTH) on college students. Invited to deliver "The Effects of the TRUTH Campaign" at a state-wide conference on undergraduate research at Colby College in Waterville, Maine.

Presentations

UMF Symposium, Presentation titled "The Benefits of Workplace Wellness Programs at the University of Maine at Farmington," May, 2013

Clubs and Organizations

Treasurer, Psychological Wednesday Society, 2012-2013
Member, Otaku Club, 2011

Be sure to include leadership positions on your resume.

Athletic Experience

Three-year member (striker) of the UMF varsity women's soccer team
Member of NCAA North Atlantic Conference All-Academic Team, Fall 2012

References

Dr. Dan Seabold, Professor of Psychology, University of Maine at Farmington 207-778-7382 (office) or seabold@maine.edu

Dr. Susan Anzivino, Professor of Psychology, University of Maine at Farmington 207-778-7384 or anzivino@maine.edu

Mr. Bill Tanner, Jr., Vice President, Community Correctional Alternatives 207-778-6300

Include at least 3 references. Never write "References available upon request on your resume." Typically references will provide information about you via a phone call with the

Try to limit your resume to 2 pages.