

# Hanna Martin

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## EDUCATION

### Bachelor of Arts in Sociology

**Expected Graduation May 20xx**

University of Wisconsin-Parkside, Kenosha, WI  
GPA: 3.7; Dean's and Provost List 4 consecutive terms  
Certifications: Child and Family Advocacy

## RELEVANT EXPERIENCE

### Children's Program Coordinator

**June 20xx - Present**

House of Hope – Chicago, IL

- Coordinate weekly schedules and training for 15+ volunteers and employees, ensuring everyone is aware of tasks and protocols.
- Advise as a counselor to children in crisis, aiding them through troubles and concerns and guarantee a safe environment.
- Prepare and conduct structured learning activities for children resulting in both a playful and resourceful environment.

### Courier

**April 20xx – January 20xx**

Forward Courier – Racine, WI

- Delivered and filed legal documents with Third District Court to help further the organizations goals and mission.
- Served as a receptionist, aiding 10+ clients daily to help satisfy their billing, concerns and needs.
- Adapted working knowledge of numerous computer programs that aided with filing data and information of 150+ clients.

## VOLUNTEER EXPERIENCE

### Children's Counselor

**March 20xx – December 20xx**

Boys and Girls Club – Kenosha, WI

- Assisted children with homework assignments in a variety of topics, in order to help them become more successful and responsible in future.
- Conducted activity programming and supervised 20+ preteens, and prepared them to work in a collaborative environment successfully.
- Ensured effective and positive communication to both parents and children, which resulted in an more effective learning environment.

### Class Assistant

**January 20xx – March 20xx**

The Children's Center – Kenosha, WI

- Observed Children in group play and one-on-one situations to determine behaviors
- Observed counseling sessions between parents and therapists, and expressing personal assessments with therapists to gain knowledge and experience.
- Implemented a variety of instructional strategies to provide equity and excellence to students of all ability levels.