

# Shawn Leif

---

1737 Spruce Street

Philadelphia, PA 19103

215-665-4357

shawnleif@aol.com

---

## EDUCATION

**University of Pennsylvania**, Philadelphia, PA  
*Master of Social Work*, May 2002

**University of Vermont**, Burlington, VT  
*Bachelor of Arts*, May 2000, Sociology

**City University**, London, England  
*Beaver College Study Abroad Program*, Spring 1999

---

## COMPUTER SKILLS

Windows 98 and 2000  
Word Perfect  
World Wide Web  
Microsoft Word  
Microsoft Works  
Microsoft Excel

---

## EXPERIENCE

### **Jewish Family and Children Services**

*Social Work Intern*

Philadelphia, PA  
Sept. 2000- May 2001

- Developed curriculum and facilitated Life Skills program for freshman students.
- Provided referral linkage to school-based support services and community resources.
- Functioned as part of a team of administration, faculty and support service personnel to encourage student's academic success.
- Maintained a working relationship with 30 student case load.
- Conducted home visits for students experiencing personal, family or school-related difficulties.
- Coordinated and facilitated two Anger Management support groups.

### **Doctor's Associates**

*Office Assistant*

Philadelphia, PA  
Summer 2000

- Assisted in patient scheduling and organized patient records.
- Performed data entry and computerized billing.
- Worked directly with patients, answer their questions and meeting their needs.

### **Conferences Unlimited**

*Conference Supervisor*

Philadelphia, PA  
May 2000

- Worked with a team to organize and schedule meetings for a medical supply company's national conference.
- Oversaw regional and district meetings to ensure quality.
- Organized and supervised activities for conference entertainment.

### **Pennsylvania Hospital**

*Medical Staff Assistant*

Philadelphia, PA  
Summer 1999

- Worked directly with physicians in updating their medical staff application and re-application credentials.

### **University of Vermont, Buddies Program**

*Volunteer*

Burlington, VT  
Fall 1998 and Fall 1999

- Made weekly visits with the residents on the Alzheimer's unit.
- Led and Participated in activities with the residents.

### **Camp Pocono**

*Overnight Camp Counselor*

Mount Pocono, PA  
Summer 1998

- Lived in a bunk and supervised 15 teenage girls.
- Planned and led coed activities for seventh and eighth grade campers
- Organized and coached intra-camp athletic leagues.

### **Pennsylvania Hospital**

*Discharge Planning Assistant*

Philadelphia, PA  
Summer 1997

- Developed a community resource guide for hospital pregnancy clinic.
- Organized and collated discharged patient files.

# Joanna R. Lipsky

lipsky@juno.com

## Home Address

75-25 168th Street  
Flushing, NY 11725  
718-969-9326

## School Address

3500 Chestnut Street  
Philadelphia, PA  
215-417-5532

## Education

**University of Pennsylvania**, Philadelphia, PA  
Master of Social Work (MSW), Expected May 2001

**Binghamton University**, State University of New York, Binghamton, NY  
Bachelor of Science in Human Development, Minor in Studio Art, May 1999

## Experience

**Philadelphia Citizens for Children and Youth**, Philadelphia, PA  
Child Health Care Advocacy/Outreach Intern 9/00-present  
Working on children's health care issues and policies.  
Perform research in areas of health care for children.

**United Nations Population Fund, UNFSO Department**, New York, NY  
United Nations Foundation Support Office Intern 5/00-8/00  
Edited and revised proposals for funding, helped raise \$8 million for UNFPA country activities.  
Developed archive of materials for use in fundraising, and collated promotional and informative media.  
Performed research in quality of care issues in reproductive health for adolescent girls and boys.  
Reorganized filing system for agency-wide collection of information on philanthropically-funded projects.

**University of Pennsylvania Medical Center**, Philadelphia, PA  
Healthy Start Hospital Liaison/Medical Social Worker Intern 9/99-5/00  
Provided psycho-social assessments, counseling, emergency concrete assistance, information, ran family support groups and referred patients to community resources during prenatal and post-partum periods.  
Participated in multidisciplinary teams for discharge planning of high-risk patients for linkage to available prenatal and post-partum home services.  
Provided follow up by telephone and appointment support with patient for on-going assistance with social issues to promote continued medical and social service follow up.

**Health District #4 Clinic**, Philadelphia, PA  
Medical Social Worker Intern 9/99-1/00  
Provided psycho-social assessments, on-going casework counseling and crisis intervention.  
Handled client registration, and made referrals to affiliated hospitals and other agencies.  
Performed case management and telephone follow-up for appointment support.  
Developed case management treatment plans with members of the interdisciplinary health team.

**Lourdes Hospital - Family Support Program**, Binghamton, NY  
Family Service Assistant Intern 1/99-3/99  
Assisted in case management and co-facilitating activities.  
Worked with children and families in making needs assessments and referrals.  
Conducted training sessions, workshops, and co-facilitated the creation of parent and youth support groups.

**The Refugee Assistance Program**, Binghamton, NY  
Caseworker/Translator Intern 1/99-5/99  
Performed job development, counseling and case management assistance on individual basis.  
Referred clients to local education, social service and health care agencies.  
Assisted staff with translations of refugee cases.

**Broome County Department of Social Services**, Binghamton, NY  
Teenage Service Act Program Assistant/Caseworker Intern 9/98-1/99  
Performed case management, counseling, and home family visits.  
Performed assessments and educational planning for adolescents.  
Worked on special projects and participated in committee meetings and events.

**Binghamton University, School of Education and Human Development**, Binghamton, NY  
Peer Advisor 8/98-5/99  
Assisted students on scheduling, registration questions, interpreting policies, explaining degree requirements and provided career counseling services.  
Served as an academic advisor and a mentor for new students and actively recruited new peer advisor.

**Binghamton University, Campus Activities Department**, Binghamton, NY  
Orientation Advisor 5/98-2/99  
Planned and implemented orientation events regarding student issues and worked on projects for new students during the summer and academic year and assisted with recruitment of new orientation advisors.  
Served as Resident Assistant during summer sessions for new incoming students.  
Conducted informational and technology seminars for groups of 20-30 incoming students.  
Facilitated discussions of multicultural issues, and presented college transition workshops for 2000 students.

### **Skills**

Abilities: Strong interpersonal, organizational, analytical, counseling and case management skills  
Computer: Microsoft Office Applications, and Internet Tools  
Languages: Fluent in Vietnamese

### **Honors**

Who's Who Among Student's in American Universities and Colleges 1999 Award  
Recognition Award for outstanding volunteer effort at the Refugee Assistance Program 1999  
The Sister of The Year Award from Sigma Psi Zeta Sorority Inc. 1998  
Dean's list 1998-1999

### **Campus Leadership**

President, Asian American Social Work Council 9/00-present (University of Pennsylvania)  
Vice President, Human Development Student Organization 9/98-5/99 (Binghamton University)  
Vice President of China Night Executive Board, Chinese Association Student Union 8/98-11/98 (Binghamton University)  
Class President, Vice President, Public Relations, Sigma Psi Zeta Sorority Inc. 2/96-12/98 (Binghamton University)

### **Community Service**

Served on the Screening Committee for Catholic Charities (Teen Transitional Living Program)  
Selected to serve on the Search Committee for the Campus Activities Department and The School of Education and Human Development Department.  
Initiated an art project at Wilson Memorial Regional Medical Center and Binghamton General Hospital to help children who had undergone surgical procedures and are recovering from major illnesses.  
Participated in running the American Red Cross Blood Drive, collected food, clothes, and money for CHOW and read books to children at the Binghamton Day Care Center.  
Designed a web page for the Decker School of Nursing and the Alzheimer's Disease Center