

# Yasmin Grimes

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123 Main St, Chicago, IL 60601

## SUMMARY

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Driven community support professional with over 5 years in team management and fostering engagement. Proficient in developing training frameworks and supervising diverse teams to ensure effective service delivery for vulnerable populations. Cultivated an inclusive, compassionate environment focused on psychological well-being and resilience. Directed operations at a Drop-in Center, optimizing staff performance through evaluations and development programs. Significant experience in tracking reports, resource coordination, and conflict management among residents. Enthusiastic about motivating others and addressing community needs through strategic collaborations.

## EXPERIENCE

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### Community Support Program Manager

January 2023 - Present

Community Connect Initiative

Cleveland, OH

Lead a multifaceted team within the Community Support Department, effectively managing both full-time and part-time staff including interns and volunteers. Ensure high levels of service delivery to residents while fostering a compassionate atmosphere based on the organization's values. Skilled in organizing regular development sessions that foster team cohesion and align objectives with overall community goals.

- Motivate community support workers through targeted coaching and constructive feedback.
- Conduct thorough weekly meetings to assess team performance and address needs.
- Manage resources efficiently by tracking daily reports on resident services.
- Facilitate a welcoming Drop-in Center experience for residents seeking assistance.
- Recruit and manage volunteers for various initiatives to maximize service reach.
- Oversee delivery supplies ensuring timely requests and fulfillment of basic necessities.

### Assistant Program Coordinator

June 2020 - December 2022

Community Support Services

Detroit, MI

Assisted in key outreach initiatives that promote engagement amongst underrepresented populations. Facilitated collaboration with local organizations which expanded service offerings while increasing community participation significantly. Utilized expertise in monitoring systems to track resource distribution effectively.

- Supported recruitment efforts that resulted in higher volunteer participation.
- Developed tracking systems that improved assessment of attendance and resource allocation.
- Enhanced professional development for new hires through structured training modules.
- Implemented best practices aimed at enriching community outreach strategies.
- Coordinated multi-agency collaborations that strengthened community ties and supported engagement.
- Ensured prompt restock of resources, optimizing supply-level management.

### Community Support Worker

May 2018 - May 2020

Social Service Agency

Milwaukee, WI

Provided direct assistance to families facing crisis situations by facilitating access to essential services. Emphasized collaboration with multidisciplinary teams to tailor support plans insightful to individual needs. Documented critical interactions, promoting adherence to agency regulations and quality standards.

- Engaged clients in personal empowerment through community program involvement.
- Conducted thorough assessments of resident necessities, coordinating follow-throughs.
- Diligently recorded service interactions to comply with administrative expectations.
- Fostered relationships within supportive peer networks while servicing diverse communities.
- Communicated effectively with residents, advocating for their diverse needs.
- Participated actively in awareness campaigns to promote agency visibility and commitment.

## LEADERSHIP & AWARDS

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- Dean's List, University of Chicago - 2024

## EDUCATION

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### Bachelor of Social Work

2026

University of Chicago GPA: 3.8

Chicago, IL

**Coursework:** Social Work Theory, Community Development, Human Behavior, Ethics in Social Work

## CERTIFICATIONS

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- Certified Community Support Specialist 📅 2025

## TECHNICAL SKILLS

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- **Project Management Tools:** Trello, Asana, Microsoft Project
- **Communication Tools:** Slack, Zoom, Google Meet
- **Database Systems:** Salesforce, Microsoft Access, Airtable
- **Tracking Systems:** Google Sheets, Excel, Tableau
- **Training Platforms:** Moodle, Coursera, Skillshare
- **Volunteer Coordination:** GivePulse, SignupGenius, Volgistics
- **Assessment Methodologies:** SWOT Analysis, Needs Assessment, Benchmarking
- **Monitoring Tools:** Hootsuite, Buffer, Klout
- **Marketing Techniques:** Social Media Campaigns, Community Engagement Strategies, Email Newsletters
- **Operational Software:** Microsoft Office Suite, Google Workspace, Adobe PDF

## SKILLS

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- Team Management
- Resource Coordination
- Program Coordination
- Staff Supervision
- Community Outreach
- Compassionate Support
- Volunteer Recruitment
- Database Management
- Conflict Resolution
- Training Development
- Advocacy
- Interpersonal Communication
- Program Development
- Performance Evaluation
- Psychological Support

## PROFESSIONAL AFFILIATIONS

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- Member, Social Work Student Association
- Volunteer, Local Food Bank

## LANGUAGES

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- English (Native)
- Spanish (Proficient)

## ADDITIONAL INFORMATION

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**Work Status** : Authorized to work in United States. No sponsorship required.

## REFERENCES

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AVAILABLE ON REQUEST