Candace E. Howard

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Objective

Seeking an opportunity to use my leadership, organizational and communication skills as a medical social worker, working with the geriatric population.

Employment Experience

June 2000 – present — **Turner Senior Resource Center of the University of Michigan Hospitals** — **Ann Arbor, Michigan**
Silver Club
PROGRAM ASSISTANT

Organizational planning of activities for seniors with memory loss.

- Organize weekly activity schedule.
- Implement senior behavior flowchart.
- Communicate schedules to team members.

April 1999 – July 2000 — **United States Army at University of Michigan** — **Ann Arbor, Michigan**
SECOND LIEUTENANT

Recruit first year students into the Wolverine Battalion.

- Created and implemented new programs that demonstrated the applicability of the ROTC program for incoming college freshman.
- Managed a recruiting budget of $5,000.
- Scheduled and coordinated tour visits to the University of Michigan campus.
- Facilitated tour visits for students.
- Resource for prospective ROTC students.
- Planned food and transportation for battalion trip.
- Supervised 30 people during battalion trip.

August 1997 – April 1999 — **University of Michigan, Mary Markley Hall** — **Ann Arbor, Michigan**
RESIDENT ADVISOR

Planned, created and supervised residence hall activities for 75 students.

- Created programs for a diverse population of students, including multicultural and various fields of study.
- Developed relationships with freshman in a residence hall and created a comfortable and safe environment for students through hall programs and personal consultation.
- Organized an introductory freshman residence hall seminar, 21st Century.
- Counseled individuals to aid in development of independence.
- Mentored first year students on university life.
- Interacted with other advisors to resolve problems.

August 1995 – April 1999 **University of Michigan, Mary Markley Hall** **Ann Arbor, Michigan**
DINING FACILITY SUPERVISOR

Supervised student employees in the residence hall dining facility.

- Delegated job assignments of 20 student employees.
- Supervised sanitation maintenance of dining equipment.
- Communicated sanitation regulations to employees.
- Facilitated daily/weekly team meetings.

Education

Master of Social Work, December 2002
UNIVERSITY OF MICHIGAN, ANN ARBOR, MICHIGAN

Bachelor of Arts, Political Science, 1999
UNIVERSITY OF MICHIGAN, ANN ARBOR, MICHIGAN

Internships

Washtenaw County Community Support and Treatment Service,
May 2002 – December 2002

Turner Geriatric Clinic of the University of Michigan Hospitals,
January 2002 – April 2002

Foreign Language

Spanish

Volunteer Experience

Christ Temple City of Refuge Church, Youth Director & Sunday School Teacher
Huron Valley Boys and Girls Club, Volunteer
National Multiple Sclerosis Society Program Facilitator

References Available Upon Request