

# Millie S. Pouse

Tacoma, WA | 253-555-1234 | [milliespouse@gmail.com](mailto:milliespouse@gmail.com)  
[\[insert LinkedIn profile\]](#)

Seasoned customer service professional with a strong foundation in Microsoft Office applications, dedicated to making a meaningful impact in underserved, low-income, and military communities. Demonstrated proven cutting-edge skill sets, such as digital literacy, remote communication tools, and community outreach strategies to empower individuals and uplift disadvantaged areas, fostering economic growth and social equity.

## Education

**Bachelor of Arts in Social Welfare**  
*University of Washington – Tacoma*

June 2022

## Experience

### **Clinical Intern**

*Comprehensive Life Resources*

October 2021 – June 2022

Tacoma, WA

- Assisted in the completion of client assessment, treatment plans, and discharge summaries in the Child Welfare department while following all HIPAA policies and guidelines as produced by the organization
- Facilitated sessions with clients between the ages of 8-16 years, under the supervision of a Licensed Independent Clinical Social Worker, using strengths-based assessments and motivational interviewing
- Participated in weekly clinical team meetings via Zoom to debrief about next steps on client cases and documenting client interactions through Microsoft Teams

### **Volunteer Caseworker/Client Services Assistant**

*Navy-Marine Corps Relief Society*

February 2020 – September 2021

Bremerton, WA

- Conducted client consultations which include preparing budgets, recommending financial fitness techniques and referring clients to other available resources when needed
- Assisted with over \$25,200 in loans to active-duty service members, retirees, and their families
- Oversaw administrative tasks such as keeping an updated volunteer schedule, managing the office's correspondences on Microsoft Outlook, and conducting casework appointments for financial assistance
- Planned for and prepared Volunteer recognition events, tabling events, and meetings

### **Recreational Assistant**

*MWR Gym & Fitness*

August 2017 – June 2018

Lemoore, CA

- Verified identification of all patrons for entrance into the facility to ensure safe and effective process
- Scheduled and reserved equipment and areas for multiple groups to complete their Physical Fitness Assessments
- Responsible for cash handling of over \$100, including operating and reconciling the cash till, processing transactions accurately, and maintaining financial records

## Additional Experience

First Generation Fellows, UW - Tacoma

Spring 2021

Financial Fitness Cohort, UW – Tacoma

Winter 2021

Community Health Worker, Peninsula Community Health Services

March 2020 – June 2021

Pharmacy Technician, Rite Aid Pharmacy

November 2012 – April 2017