

Sydney Hall

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Professional Summary

Hard working and highly motivated social work student eager to learn and gain more experience in my field of interest. Experienced in many areas of policy, advocacy, mental health, and human services.

Work History

Sunbeam Family Services / Administrative Assistant

December 20, 2019 - PRESENT, OKC, Ok

- Closing down the office each day.
- Attaching scans to accounts.
- Using professionalism to do appointment reminder calls.
- Answering phones.
- Check in clients and take their payments.
- Take referrals.
- Check insurances and eligibility.

TEEM / Student Intern

August 2019 - Current (until May 1), OKC, Ok

- Accurately maintained participant records to verify that all fields were current and complete.
- Advocated for individuals coming out of prison by facilitating access to community resources and services.
- Advocates professional knowledge by attending meetings, seminars, and training.
- Recommended treatment programs for clients with substance abuse issues.
- Advocated for client rights and sought solutions to suit their best interests.
- Transported clients from jail to office/treatment facilities.

Oklahoma Legislature / Legislative Intern

February 2018- May 2018, OKC, Ok

- Reviewed legislative and regulatory documents, analyzed implications, and shared findings with the Senator.
- Attended meetings with the Senator.
- Greeted visitors entering the office along with the EA and asked questions to ascertain how I could provide assistance.
- Prioritized tasks to complete on time or ahead of schedule.

- Identified, researched, and tracked legislative issues relevant to current public issues.
- Attended legislative hearings and attended session.

Exchange Bank & Trust Co. / Teller and Loan Assistant

May 2015- 2018 (summer job), Perry, Ok

- Performed customer transactions for money orders, cashier's checks, loan payments, deposits, and withdrawals.
- Assembled important paperwork and disclosures.
- Provided a high level of customer service through a friendly approach, strong professionalism, and timely assistance with customer transactions.

Education

Perry High School / Diploma

August 2011 - May 2015, Perry, Ok

- Graduated with a 3.9 GPA
- Member of Student Council and National Honor Society
- Attended Oklahoma Girls State
- President of FCA

The University of Oklahoma / Social Work (BSW)

Degree expected May of 2020, Norman, Ok

- Board member of "Students in Recovery"
- Board member of "Undoing Racism"
- President/Dean's Honor Roll
- Social Work Student Association treasure

Certifications Trainings

Will Halvosa: Captain of the Gainesville Police Department:

The Role of Law Enforcement in Trauma Informed Communities

The Oklahoma Training Institute for Mental Health and Substance Abuse: Trauma Informed Criminal Justice Workshop

Sunbeam Family Services:

Mental Health and First Aid in Adults

The Oklahoma Training Institute for Mental Health and Substance Abuse: Behavioral Health Aide

The Oklahoma Training Institute for Mental Health and Substance Abuse: Child and Adolescent Trauma Screening

