

QUEONI HUBBARD

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SKILLS

- Utilization of the NASW code of ethics
- Organization
- Knowledge of Microsoft office programs
- Excellent interpersonal skills
- Confidential documentation and recordkeeping
- Attentive listener

EXPERIENCE

08/2018 to Current

Intern

Court Appointed Special Advocates (CASA) — Philadelphia, PA

- Working with foster children that the family court system appoints us (CASA) to.
- Managed caseloads and acted as an advocate in court for client best interest.
- Evaluated and addressed individual client needs and concerns.
- Maintained thorough case history records and wrote detailed reports.
- Assisted staff in preparing for audits

10/2015 to 08/2018

In-Shop -Restaurant Team Member

Jimmy John's — Philadelphia, PA

- Upsold items to paying customers, including Jimmy chips and Jimmy pickles, which helped to boost shift revenues.
- Followed all restaurant guidelines in regards to food safety and hygiene to prevent illness.
- Executed cash transactions quickly and accurately.
- Made sandwiches, including specialty items and custom orders.

05/2017 to 08/2017

Volunteer Tutor -- Summer

Petey Greene Program — Philadelphia, PA

- Follow institutes instructions and guidelines on how to teach and interact with inmates.
- Made use of limited materials to instruct students on how to read, write and speak the English language.
- Helped students understand the rules of the English language and how it differs from Spanish.
- Discussed studying strategies and recommended courses of action to help students meet their writing goals.
- Observed adult offenders to monitor compliance with prison rules for the granted tutoring accommodations.

03/2014 to 05/2014

Volunteer

Pegasus Riding Academy Inc — Philadelphia, PA

- Assisted in therapeutic horseback riding for children with a physical disability by side-walking with the child, instructor and the horse
- Remained alert to conditions interfering with the safety and well-being of clients involved in activities.
- Provided patients with emotional support during challenging processes of coping with limitations and skill development.

EDUCATION AND TRAINING

2019

Bachelors of Social Work: Social Work

Temple University — Philadelphia, PA

The Benjamin & Fredora K. Wolf Memorial Foundation Scholarship Recipient