

Shaneka Washington

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Personal Summary

Organized student, leader and volunteer with excellent time management, independent, and social skills. Looking to obtain employment, specifically as a social worker with a public welfare agency, family services, child welfare, and public health in Philadelphia. Using my educational knowledge of social service and professional paralegal experience for the greater good for both the agency and the community.

Performance Experience

School District of Philadelphia

May 2018 – Present

Special Education Assistant/I:1

- Reinforce instructional objectives, and implement Individual Education Plan (IEP) goals and objectives
- Guides student in developing positive, appropriate interpersonal relationships with peers and adults.
- Supports students with emotional or behavioral concerns and assists in developing appropriate social skills.
- Records and reports appropriate data regarding academic, behavioral and/or health information and services provided to student using appropriate service log.

Philadelphia Municipal Court

March 2016 – May 2016

Judge Bradley K. Moss Intern

- Observed Landlord/ Tenant and small claims cases and mediations.
- Organized claims for both landlord/tenant and small claims cases.
- Helped making decisions with regard to landlord/tenant and small claims cases.
- Reviewed and organized exhibits for landlord/tenant and small claims cases.
- Volunteered weekly with the Dispute Resolution Program. Duties Included:
 - Prepared documents for courts and mediations
 - Answered incoming calls and provided resources
 - Assisting clients in various miscellaneous matters

The Law Offices of Wendy Glazer, Esq.

February 2016 – March 2016

Family Law Intern

- Professionally organized information with regard to juvenile and family court cases.
- Effectively used Westlaw Next to define and research statutes for Pennsylvania Family Law.
- Observed Family Court and Juvenile Court proceedings in Philadelphia Family Court.

Skills

- ABA Certified.
- Professionally executed Word Documents in Microsoft Suites.
- Advanced skills in promoting advertisements with Social Media and raising awareness with the use of Social Media.
- Advanced Clerical Skills as a Legal Professional and more.
- Maintain student and/or client confidentiality and handle information and material with complete security.
- Illustrate an understanding, patient, and receptive attitude towards student and/or client of varied age groups, temperaments and abilities.

Education

Alvernia University

Elkins Park, PA

- B.S.W Social Work [May 2020]

Manor College

Jenkintown, PA

- A.S. Paralegal Studies [May 2016]
- American Bar Association Approved Program [May 2016]