

EDWARD CORDEIRO

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PROFESSIONAL OBJECTIVE

- To be obtain an employment, specifically as Social Worker with the North Carolina Division of Youth and Family Services, and thus use of my education, social-work skills and professional experience for the good of both the agency and the community.

SUMMARY OF PROFESSIONAL QUALIFICATIONS

- Highly motivated to put up with and succeed over the demands of professional life, while maintaining balance to achieve a respectable personal life.
- Has a diverse professional background, owing from held positions as Social Work intern, traffic producer, warehouse associate and delivery driver.
- Fast learner, pays great attention to detail, has a strong ability to manage time and resources, and very willing to learn new approaches and things in both profession and life.

PROFESSIONAL EXPERIENCE

Mecklenburg County DSS-YFS, Charlotte, NC

2016 - Present

BSW STUDENT INTERN – NATIONAL DEAN’S LIST UNIT

- Exercises latitude in judgment as shadow Senior Social Worker, acting on and providing services to senior social worker’s current cases.
- Conducts psychological assessment and/or tests to end-users of diverging interests.
- Drafts and completes all reports relative to the Monthly Foster Care Contact (MFCC) program of the agency.
- Drafts and completes Court Summaries.
- Drafts and, upon approval, recommends referral on behalf of clients.
- Participates in Child-Family Team meetings.
- Acts as volunteer to CMS Parent-University Education Summit (September – February only).

NOTABLE ACHIEVEMENTS: Spent 31.5 CEU hours and 12 contact hours in the agency, including regular attendance to Step by Step and Introduction to CFT meetings.

Clear Channel, Charlotte, NC

2005 – 2016

TRAFFIC PRODUCER

- Monitors traffic situation, and updates the public of such information thereof, via the Total Traffic Network.
- Establishes working correspondence and maintains frequent communication with both area police and highway patrol in order to relay latest traffic information.
- Relays traffic advisories, conditions and relevant information to traffic anchors and supervisors for proper handling and dissemination to the public.

Mighty Auto Parts, Charlotte, NC

2002 -2005

WAREHOUSE ASSOCIATE

- Provided general supervisory management to the day-to-day operations of the warehouse which includes, among others, receiving, stocking and ordering warehouse inventories.
- Established effective Customers Support services to address diverging needs of clientele.
- Provided delivery and stocking services to client's auto parts purchase.

Paluso's Pizzeria, Charlotte, NC

2001 – 2002

DELIVERY DRIVER

- Tasked to deliver, in a manner being prompt, food purchases of clientele.
- Answered clients' inquiries relative to company products and promotions.
- Provided manual services such as preparation of food, as well as clean-up of food-preparation area.

EDUCATION

- Bachelor of Science in Social Work, *May 2010*
UNC Charlotte, Charlotte, NC

NOTABLE ACHIEVEMENTS / HONORS / AFFILIATIONS:

- Recipient and nearing completion of the North Carolina Child Welfare Education Scholarship award.
 - On track to graduate with a Grade Point Average of 4.0.
 - Included in the Chancellor's list of 2009 -2010.
 - Member: (1) Phi Alpha, National Honor Society for Social Workers, (2) Alpha Sigma Lambda, National Honor Society for Non-Traditional Students, and (3) Phi Kappa Phi Honor Society.
- Associate in Arts Degree, *2008*
Central Piedmont Community College, Charlotte, NC

NOTABLE ACHIEVEMENTS / HONORS / AFFILIATIONS:

- Graduated with a Grade Point Average of 3.789.
- Included in the Nationals' Dean List.
- Member of Phi Theta Kappa, International Honor Society for 2-year colleges.

- Diploma holder, *2000*

Independence High School, Charlotte, NC

NOTABLE ACHIEVEMENTS / HONORS / AFFILIATIONS:

- Recipient of North Carolina Academic Scholarships award.
- Certificated with student-assistantship for on-campus work.
- Recipient of campus Health Award.
- Member: (1) Spanish Honor Society, (2) Vocational Honor Society, and (3) DECA.

TECHNICAL SKILLS

- More than proficient in MS Word, Excel and Powerpoint applications in particular.

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- References are to be made available upon request.