

# Maxine Curry

## Case worker

### AREAS OF EXPERTISE

*Giving advice*  
*Case management*  
*Drafting correspondence*  
*Debt prioritisation*  
*Social welfare*  
*Report presentation*

### PROFESSIONAL

*French speaker*  
*First Aider*

### PERSONAL SKILLS

*Passionate*  
*Forward thinking*  
*Focused*  
*Hard working*

### CONTACT

*Maxine Curry*  
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*Driving license: Yes*  
*Nationality: British*

### PERSONAL SUMMARY

An experienced and sociable Case Worker who can accurately assesses the needs of her client and then decide on the best form of intervention. Maxine can conduct outreach activities, determine a client's eligibility for social services and point those in need in the right direction. Furthermore, she has a proven track record of writing, editing, and producing a range of written materials to a consistently high standard for a variety of audiences. As a true professional she is able to think about the wider impact of any decisions that she has to make. Right now she is looking for a suitable position with a company where she can build a long term future career.

### WORK EXPERIENCE

#### ***Company name – Location***

**CASE WORKER**      Jun 2013 – Present  
Responsible for providing people from all backgrounds with comprehensive advice on issues such as housing, debt and welfare benefits.

#### ***Duties:***

- Highlighting the reasons that qualify a client for immediate assistance.
- Gathering, verifying and assessing all appropriate and available information to gain an accurate understanding of situations.
- Giving professional advice to people with complex problems.
- Ensuring that clients are aware of when and where their advice appointments are.
- Advocating on behalf of clients as required.
- Maintaining confidential case records.
- Replying to requests for help by letters, phone calls or emails.
- Drafting legal documents and reports.
- Making home and outreach visits as necessary.
- Maintaining accurate case records of assessments, activities, and plans.

***Company name - Location***      **JOB TITLE**      **Dates (i.e. Aug 2011 – Jun 2013)**

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### KEY SKILLS AND COMPETENCIES

- Linking clients to the help they need.
- Ability to work effectively as part of a team.
- Ability to deal with clients in a professional and sensitive manner.
- Experience of working with and supporting volunteers.
- Can work by self and also as part of a team.
- Monitoring and maintaining own standards.

### ACADEMIC QUALIFICATIONS

***Nuneaton University***      **2008 - 2011**  
**BSc (Hons)      Sales Management**

***Coventry Central College***      **2005 - 2008**  
**A levels:**  
**Maths (A) English (B) Technology (B) Science (C)**

**REFERENCES** – Available on request.



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