**Eileen Gonzalez**

516 West 162nd Street, 5A, New York, New York 10032, (646) 755-0617, Eileenv02@gmail.com

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| Professional Summary |

Motivated child and family advocate offering excellent social work background and expertise in supporting clients with diverse backgrounds. Help children by liaising effectively between children, families and schools to identify and address barriers. Skilled counselor and resource coordinator.

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| Skills |

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| * Written communication
 | * Time management
 | * Program planning
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| * Leadership
 | * Problem solving
 | * Ability to work under pressure
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| * Organization
 | * Adaptable
 | * Critical thinker
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| * Administrative
 | * Case management
 | * Family support
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| * Recordkeeping
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| Experience |

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| Family AdvocateChildrens Aid **|** New York**,** NY | June 2016 - Current |

* Provide goal oriented relationships with families in support of strong child outcomes.
* Help support healthy relationships with father/father figures by creating workshops.
* Provide necessary support for families based on their strengths and needs, either through appropriate referrals, moral support, coaching, accompanying to appointments or court, and any other direct assistance.
* Track and monitor children's medical records and work with guardians to ensure continuity and quality care.
* Participate in child case conferences and parent teacher conferences where required.
* Foster effective and strategic community partnerships in order to meet the needs of families.
* Identify opportunities for parent workshops and link families to relevant resources and services.
* Monitor children's attendance and provide resources to help minimize absences.
* Responsible for maintaining complete and comprehensive records of both electronic and physical files.
* Track and monitor physical, social, and mental health for each child and family.

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| Parent CoordinatorDepartment of Education **|** New York**,** NY | May 2014 - May 2016 |

* Counseled children and family members on coping skills and available resources.
* Served as liaison between parents and the school to establish a positive relationship in order to increase family engagement.
* Helped parents improve child-rearing skills with short- and long-term program support.
* Supported families dealing with issues such as mental health, substance abuse and social adjustment.
* Updated office files daily and kept records organized.
* Maintained full compliance with legal, health, and safety regulations.
* Served customers by going above-and-beyond to offer exceptional support for all needs.
* Collaborated with the Parent Association to conduct workshops as well as facilitate parent support groups.

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| Education |

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| Bachelor of Art City College of New York, New York, NY  | January 2021 |

Social Welfare

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| Languages |

Bilingual, Spanish

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| Affiliations |

The National Society for Leadership and Success member