

**Selma Bouvier**  
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**EDUCATION**

Boston College, Chestnut Hill, MA  
Master of Social Work, expected May 2001  
Focus: Social and Economic Development, and Management

Boston College, Chestnut Hill, MA  
Bachelors Degree in Psychology, May, 1997  
Magna cum Laude

**COMMUNITY DEVELOPMENT EXPERIENCE**

***Rural Community Development Intern***, September 1999 to present  
*Center for Community Development*, Waltham, MA

- Provide staff support to the *Pathways* team
- Assist in developing a proposal for a program designed to address rural poverty issues by making program and service information more accessible via the Internet
- Expand information and data on rural community resources for use on the Internet
- Use the Internet to research community resources and grant opportunities

***Community Development Intern***, Full-time, May 1999 to September 1999  
*Community Development Agency*, Brighton, MA

- Gathered data, information, and necessary support for grant proposals
- Wrote components for grant proposals
- Worked on budgeting and fiscal management, community relations, marketing, planning, problem-solving, and board development
- Assisted in developing and implementing the *Enterprise Community* initiatives; completed site visits and written evaluations
- Collected and prepared data on economic trends and activities
- Expanded community resource information for the Community Information Network on the Internet
- Assisted in writing and publishing an issue of the program newsletters
- Researched topics on the Internet

***Social and Economic Development Intern***, August 1998 to March 1999  
*Social Ministry*, Brighton, MA

- Co-coordinated a Community Celebration
- Provided staff support in developing a Community Center at Smith Branch
- Co-developed a membership program, which the agency continued
- Provided staff support to the King Business Association
- Organized a commercial area clean-up involving five community organizations and 30 volunteers
- Researched building ownership for the King Business Association

## **DIRECT SERVICE EXPERIENCE**

***Social Service Coordinator***, Full-time, December 1996 to July 1998  
*Memorial Home*, Newton, MA

- Managed a staff of social workers
- Assisted families and residents through the admission process
- Met with residents/family members on a regular basis and addressed problems as they arose
- Completed social history and progress notes on each resident
- Led the pan of care for each resident and participated in quality assurance
- Facilitated an Alzheimer's support group

***Case Management Intern***, August 1996 to December 1996  
*Regional Center*, Brookline, MA

- Supported clients with developmental disabilities and mental retardation
- Engaged in social work practice with individuals, families, task groups, community resources, and team relationships.
- Completed social history, assessments, and monthly reviews on clients
- Co-facilitated a support group for supportive employment workers
- Developed a community integration project for several individuals receiving residential services from Central Regional Center

## **OTHER EXPERIENCE**

***Nicaragua Immersion Program***, Spring Break, 1998

- Traveled to Nicaragua with 14 other students and 2 chaplains to work with people of a remote village.

***Head Waitress***, Chestnut Hill, MA, Academic Years 1997-1999  
*Billy Bob's Restaurant & Café*

- Assisted manager in revenue evaluation, payroll, inventory maintenance and menu creating
- Tabulated customer feedback reports, addressed efforts to improve customer satisfaction
- Trained and supervised new employees

## **SKILLS**

- *Computer:* Microsoft Word, WordPerfect, Microsoft Excel, SAS, Internet
- *Language:* Conversant in Spanish