

# TOMMI GALLAGHER

## SUMMARY

Aspiring Licensed Professional Counselor with hands-on experience in youth and family advocacy through internships and support roles. Currently pursuing a Bachelor's degree with a focus on youth opportunities and risk behavior prevention. Proven ability to collaborate effectively and develop community engagement strategies.

## EXPERIENCE

*Illinois Department of Human Services | Downers Grove, IL | November 2023 - Current*

- Developed positive relationships with families by demonstrating empathy and respect for their needs.
- Prepared meals according to the dietary needs of the individuals served.
- Encouraged client to participate in recreational activities such as reading, playing games, and socializing with others.
- Administered medications according to the physician's orders, and monitored responses to treatment regimens.
- Performed light housekeeping duties such as laundry services for residents.
- Transported clients to medical appointments or other destinations as needed.
- Maintained daily living standards by assisting clients with personal hygiene needs.

### **Certified Babysitter**

*Care.com Inc | Lombard, IL | April 2023 - Current*

- Cared for children of various ages, and assisted with feeding, dressing, and daily activities.
- Developed positive relationships with parents and children through active listening and understanding.
- Demonstrated strong organizational skills while managing multiple tasks simultaneously.
- Helped children complete school assignments or homework tasks when necessary.
- Followed all instructions provided by parents regarding childcare needs and preferences.
- Maintained a safe environment by monitoring play areas, enforcing rules and supervising outdoor activities.
- Encouraged good behavior through positive reinforcement techniques such as praise or rewards.

*Dupage County Area Project | Bolingbrook, IL | May 2024 - August 2025*

- Prepared reports summarizing project progress and results for management review.
- Maintained accurate records of all activities performed throughout internship period.
- Utilized document management system to organize company files, keeping up-to-date and easily accessible data.
- Collaborated with local partners and stakeholders on outreach initiatives.
- Worked closely with staff members to ensure that tasks were delegated appropriately to volunteers.
- Assisted in developing strategies to increase community engagement with the

## CONTACT

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## SKILLS

- Interpersonal Communication
- Youth Advocacy
- Community Engagement
- Volunteer Coordination
- Risk Behavior Prevention
- Social Media
- Computer Skills
- Database Management
- Time Management
- Conflict Resolution
- Co-occurring Disorders
- Confidentiality
- Empathy and Compassion
- Attention to Detail
- Effective Communication
- Team Collaboration
- Dependable and Reliable

## EDUCATION AND TRAINING

### **Human Service Program**

College of DuPage, Glen Ellyn, IL  
GPA: 3.2/4.0  
June 2025

### **Diploma**

Glenbard East High School, Lombard, IL  
GPA: 4.0/5.0  
December 2020

## CERTIFICATIONS

- Mental Health First Aid USA, National Council for Mental Wellbeing, 03/01/26
- Advanced Child Care Training,

organization's mission.

- Approached individuals and engaged in conversation through use of effective interpersonal and people skills.

## **VOLUNTEER EXPERIENCE**

- VITAS, Lombard, IL, 02/01/18 - 01/01/20, Complete office tasks such as organizing documents, creating PowerPoint Presentations, and helping plan the Volunteer Luncheon, Utilize creativity in displaying bulletin boards encouraging positivity to help brighten spirits in the Hospice care environment, Volunteer approximately 4 times each month, totaling 10 hours
- DuPage County Area Project (DuCAP), Bolingbrook, IL, Intern, 06/01/24 - Present, Utilize creativity in computer programs such as Canva and Google Sheets to display data in an engaging way, Attend events relating to DuCAP to bring positivity to the communities being served, Work closely with event coordinators to develop programs aimed toward teen community engagement, In the office 1 day each week, remote work throughout the week, and attending events organized by DuCAP

## **INTERESTS AND SKILLS**

Google Applications, Canva, Time Management, Conflict Resolution, Co-Occurring Disorders, Confidentiality, Empathy and Compassion, Team Work, Attention to Detail, Counseling, Art & Painting, Clerical Work, Child Care, Tutoring, Event Coordinating

## **ACADEMIC INVOLVEMENT**

- Golf Team, Junior Varsity, 08/01/19 - 10/01/19
- Sports Medicine, Athletic Trainer for the Football Team, 08/01/17 - 11/01/18

## **REFERENCES**

References available upon request.

American Red Cross, 06/01/25

- CPR/AED/First Aid Pediatric/Adult Certification, American Red Cross, 07/01/25

## **ACCOMPLISHMENTS**

- High School Academic Honors
- College of DuPage Academic Honors