

Kavya Shah

KS

Community Development Worker

Surat, India kavya.shah@example.com Fictional sample

01 Professional profile

Community Development Worker with an illustrative 11-year career focused on participatory planning and local resource coordination. Core strengths include Community facilitation, Needs mapping and Local partnerships. Selected examples describe the challenge, contribution and handover materials.

EXPERTISE

Core capabilities

Community facilitation

Needs mapping

Local partnerships

Field documentation

Referral coordination

Participation planning

SELECTED WORK

Neighbourhood needs mapping

Participatory needs map and consultation notes

Community resource network

Resource directory and community feedback log

LANGUAGES

English - professional working

Hindi - professional working

CAREER CONTEXT

11 years in this illustrative career.

Three appointments.

Full work examples on page 2.

02 Professional experience

Jul 2022 – Present

Community Development Worker

Asterline Community Foundation · Surat

Delivered defined workstreams in participatory planning and local resource coordination, coordinating reviewers and delivery partners.

- Facilitated inclusive discussions and recorded differences in needs without claiming universal agreement.
- Coordinated a locally reviewed directory and referral information with partner organisations.

Jul 2018 – Jun 2022

Community Development Worker

Northmere Community Foundation · Surat

Supported progressively more complex work in participatory planning and local resource coordination, with a defined review process.

- Used community facilitation and field documentation on assigned work; recorded decisions so colleagues could understand the approach.
- Prepared handover materials and incorporated specialist feedback before closing the workstream.

Jul 2015 – Jun 2018

Programme Assistant

Cedarfield Community Foundation · Surat

Built foundations through supported assignments, observation and practical feedback.

- Assisted with needs mapping and referral coordination, checking work with an experienced reviewer.
- Kept organised work records and developed clear handover habits through supervised practice.

03 Programme & community work

Work with communities, not around them.

WORK EXAMPLE 01 / ILLUSTRATIVE

Neighbourhood needs mapping

Context

Service plans relied on incomplete accounts of local priorities.

Contribution

Facilitated inclusive discussions and recorded differences in needs without claiming universal agreement.

Prepared for handover

Participatory needs map and consultation notes

WORK EXAMPLE 02 / ILLUSTRATIVE

Community resource network

Context

Residents did not know where to take different service questions.

Contribution

Coordinated a locally reviewed directory and referral information with partner organisations.

Prepared for handover

Resource directory and community feedback log

04 Education

2013 – 2015

Master's in Community Development

Asterbridge Institute of Professional Studies

Specialist study with a practice focus on community facilitation and needs mapping.

2009 – 2013

Bachelor-level study in the relevant discipline

Cedarhaven College of Applied Studies

Foundation study, practical assignments and supervised learning. Fictional institution and qualification record.

05 Professional development

2024

Community facilitation - advanced practice workshop

Scenario exercises and peer review in participatory planning and local resource coordination.

2025

Field documentation - reflective practice seminar

Applied learning reviewed through a bounded example and a written reflection.

Continuing learning examples, not licences or independently verified certifications.

06 Practice & evidence notes

Work focus	Evidence status	Contribution scope
Participatory planning and local resource coordination	Illustrative work descriptions; no source artefacts attached	Owned the stated workstream, not all team outcomes

Every employer and institution in this CV is fictional. The two work examples describe individual contributions; supporting artefacts and externally measured outcomes are not supplied. Replace example information with accurate records and permission-cleared work before using this CV.