

Objective

Please accept resume in application for this position. experiences are relevant and meet the requirements for this position. have 6 years of mental health experience, and over 10 years working with crisis interventions and social services. a pretty diverse background starting with the military then later moving into the mental health field.

Skills

Counseling, Group Facilitation, Government Relations,.

Work Experience

Center Supervisor I

ABC Corporation - December 2013 – July 2014

- Monitored work load of assigned staff members, providing input for staff evaluations, determine appropriate disciplinary/achievements actions, ensure staff adheres to company, State and Federal policies and procedures.
- Reviewed the delivery of the information of our various programs such as food stamps, Welfare and childcare assistance.
- Ensured attainment of program performance measures.
- Prepared and submitted reports to administration, coordinate customer flow to ensure optimal efficiency.
- Managed and coordinated the social services offered through our office to our clientele on the most efficient level possible.
- Thrive worked with life transitions, such as career changes, getting out of the military or when life throws a curve ball.
- Worked for the state and federal government specifically searching out people who are financially sinking or have hit the proverbial road block to their goals.

Center Supervisor

Delta Corporation - 2010 – 2013

- Lead in all areas of the center Medical History, Phlebotomy, and Sample Prep trained Autopheresis C technician Trainer in Phlebotomy and Medical .
- Davenport, IA 40 hours/week 500 East 59th Street (563) 324-3236 Director Tricia Shannon Center Supervisor Staff development, supervision, .
- Oversee operation of 14 employees of various seniority levels.
- Possess extreme organizational and multi-tasking skills, with ability to utilize various aspects of experience in combination.
- Supervise 14 employees Oversee operation to ensure volume is distributed in capacity to maintain required numbers Delivered 6 passing audits in 5 .
- Oversee daily school operations for staff of 62 employees Prepare daily reports to be submitted to the Policy/Operations Manager Managed and created .
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Certificate in FMLA - 2013(Department of Labor - Austin, TX)