

# ROBERT SMITH

## Community Skills Instructor

**E-mail:** info@qwikresumc.com

**Phone:** (0123)-456-789

### SUMMARY

To obtain employment as a Community Skills Instructor that provides support and promotes opportunities that enhance the lives of individuals within the spectrum and their families.

### SKILLS

Microsoft Office, Personal Care, Daily Living Activities.

### WORK EXPERIENCE

#### Community Skills Instructor

ABC Corporation - June 2013 – December 2015

- Provided instruction, support, and supervision to participants to teach appropriate skills and behaviors for maximum involvement and success in the community.
- Ensured services are provided with a commitment to health and safety and work to meet the personal outcomes of individuals we support.
- Collaborated with the participants family and/or group home staff in order to keep open communication regarding the participants progress.
- Provided necessary supervision of the participant in all aspects of habilitation and teaching.
- Document each unit of service in the prescribed fashion on the progress note and the timesheet and submit to the supervisor in a timely manner.
- Developed plans and implemented community-based activities for the client.
- Administered medication and medical care and taught appropriate play and social skills.

#### Community Skills Instructor

Delta Corporation - 2010 – 2013

- Worked one-on-one with individuals with autism to build the necessary skills to complete daily tasks, interact with people in the community.
- Worked with autistic teenagers to teach them living skills to become more independent for life in the future.
- Tutored in creative writing and helped raise one students failing grade to pass before the end of the school year.
- To provide instruction, support, and supervision to participants to teach appropriate skills and behaviors for maximum involvement and success.
- Provided instruction, support, and supervision to participants teaching appropriate skills and behaviors for maximum involvement and success.
- Worked one on one with individuals with autism to teach them community skills Provide instruction, support, and supervision to participants to teach.
- Provided opportunities and support to enhance the lives of individuals with autism and their families.

## SCHOLASTICS

- Bachelor of Arts in Special Education - (East Carolina University - Greenville, NC)