

# ETHAN MARTINEZ

**Day Program Coordinator** 

(123) 456 7899

Los Angeles

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### **PROFESSIONAL SUMMARY**

Experienced Day Program Coordinator with over 10 years of expertise in developing and managing engaging programs for diverse populations. Adept at leading teams, ensuring regulatory compliance, and enhancing participant experiences. I am passionate about fostering community connections and committed to delivering impactful services that empower individuals.

### WORK EXPERIENCE

### Day Program Coordinator

Mar / 2018-Ongoing

- Toronto, ON
- 1. Develop and implement engaging daily activities for program participants.
- 2. Developed performance evaluations to enhance individual growth and program effectiveness.
- 3. Designed and implemented program plans that consistently exceeded agency guidelines.
- 4. Ensured compliance with all state and federal regulations to maintain program integrity.
- 5. Conducted successful fundraising campaigns to secure resources for essential services.
- 6. Managed marketing and advertising initiatives for fundraising events, including writing and tracking grant proposals.
- 7. Planned and monitored budgets, ensuring financial health and sustainability of programs.

### Day Program Coordinator

Mar / 2015-Mar / 2018

- **耳** Chicago, IL
- 1. Coordinated and facilitated therapeutic activities, including group sessions, outings, and meal planning for participants.
- 2. Organized day outings and activities tailored to individuals with developmental disabilities attending the program.
- 3. Arranged exhibitions to showcase and sell products created by participants at the day center.
- 4. Utilized Med waiver skills development techniques to enhance participant engagement.
- 5. Assisted in the scheduling of daily programming for over 150 individuals with intellectual disabilities.
- 6. Supported clients in various day program activities, including arts and crafts and physical exercise groups.

## SKILLS

Program Development Certified

Quality Assurance

Marketing Strategies

Report Writing

Interpersonal Skills

**Problem Solving** 

### **INTERESTS**

**Podcasts** 

🚱 Language Learning

Dancing

Cycling

## **STRENGTHS**



## **LANGUAGES**







English

Italian

Dutch

## **EDUCATION**

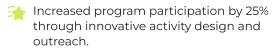
Bachelor of Arts in Human Services

Mar/2012-Mar/2015

Toronto, ON

Focused on community service and program management for individuals with disabilities.

## **ACHIEVEMENTS**



Successfully managed a \$500,000 program budget, ensuring all financial targets were met.

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