



AMELIA MOORE

Direct Care Professional - Management

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

💡 SKILLS

Client Advocacy



9

Team Leadership



8

Care Plan Development



8

Motivational Support



7

Behavioral Support Strategies



10

Resource Management



9

🎯 INTERESTS

🔧 DIY Projects ✂ Crafting

🧘 Meditation 🏛 History

👊 STRENGTHS

🌿 Humility 💡 Innovation

👁 Insightfulness ✅ Integrity

🗣 LANGUAGES



English



Polish



Arabic

🌟 ACHIEVEMENTS

🌟 Successfully implemented a new care plan system that improved client satisfaction scores by 30%.

🌟 Reduced medication errors by 25% through enhanced training and compliance protocols.

👤 PROFESSIONAL SUMMARY

With over a decade of experience in direct care management, I excel in leading teams to provide individualized support for clients with diverse needs. My focus on enhancing client independence through tailored care strategies ensures a dignified, safe environment. I am dedicated to fostering collaborative relationships with clients, families, and staff to improve overall quality of life.

💼 WORK EXPERIENCE

Direct Care Professional - Management

Pineapple Enterprises

📅 Apr / 2019-Ongoing

📍 Santa Monica, CA

1. Ensured compliance with state regulations for adult family homes, including safety protocols and client rights.
2. Managed budgets and client spending accounts, overseeing inventory and purchasing processes.
3. Facilitated client shopping trips, ensuring their needs were met effectively.
4. Provided reliable transportation for clients to appointments and errands.
5. Administered medications accurately, maintained daily residential notes, and prepared meals.
6. Supported individuals with mental disabilities in daily functioning and skill development.
7. Assisted residents with mobility and personal care, fostering independence and dignity.

Becky Knull Owner / Forrest Knull
HR/accounting

Lakeside Apparel Co

📅 Apr / 2015 Apr / 2019

📍 Chicago, IL

1. Promoted to Activity Director in August 2012 while maintaining caregiver responsibilities.
2. Achieved full certification in dietary/menu management, fire safety, and first aid through ongoing education.
3. Utilized computer systems for tracking wellness activities, medication administration, and client information management.
4. Organized and accompanied residents to medical appointments and community activities.
5. Implemented engaging wellness initiatives, enhancing client participation in group outings.
6. Collaborated with local organizations for client participation in community events.

🎓 EDUCATION

Bachelor of Science in Human Services

University of Wisconsin

📅 Apr / 2012-Apr / 2015

📍 Phoenix, AZ

Focused on direct care practices, client advocacy, and community resource management.