

AMELIA MOORE Direct Care Professional - Management

- (123) 456 7899
- Los Angeles
- www.qwikresume.com





DIY Projects

% Crafting

O Meditation

iii History









✓ Integrity

LANGUAGES







English

Polish

Arabic

🔼 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

Apr/2019-Ongoing

📮 Santa Monica, CA

Pineapple Enterprises

- 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

Apr / 2015

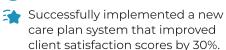
Apr/ 2019

Lakeside Apparel Co

Thicago, 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.

ACHIEVEMENTS



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

EDUCATION

Bachelor of Science in Human Services

Apr / 2012-Apr / 2015

University of Wisconsin

♣ Phoenix, AZ

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