

ROBERT SMITH

Direct Care Provider/Supervisor

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Secure a position that will enable me to use strong communication & organizational skills, client/medical patient service background, warehouse work experience, and ability to work well with people.

CORE COMPETENCIES

Microsoft Office, Microsoft Word, Microsoft Outlook, Customer Service, Data Entry, Computer Skills, Office Skills, Office Machines, Office Procedures, Food Preparation, Food Handling, Cooking, Internet Research, Online Marketing.

PROFESSIONAL EXPERIENCE

Direct Care Provider/Supervisor

Karen's Childcare Services - April 2006 – 2019

Key Deliverables:

- Performed housekeeping and cleaning duties related to childrens care.
- Taught and performed age-appropriate activities, such as lap play, reading, and arts and crafts to encourage intellectual development of children.
- Removed hazards and developed appropriate boundaries and rules to create a safe environment for children.
- Instructed and assisted children in the development of health and personal habits, such as eating, resting, and toilet behavior.
- Helped prepare and serve nutritionally balanced meals and snacks for children.
- Transported children to schools, social outings, and medical appointments.
- Modeled appropriate social behaviors and encouraged concern for others to cultivate development of interpersonal relationships and communication skills.

Direct Care Provider

ABC Corporation - 2002 – 2006

Key Deliverables:

- Received supply of ordered medication.
- Administered prescribed medication to clients.
- Maintained related medical records.
- Monitored vital signs and observed patients to detect response to specified type of medication.
- Prepared reports and notified designated personnel of unexpected reactions.
- Documented reasons why prescribed drugs were not administered.
- Offered other direct care to clients.

EDUCATION

2259 Oak Street, Old Forge, New York, 13420

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High School Diploma - 2006(MTS High School - Minneapolis, MN)

