

# ROBERT SMITH

## Jr. Direct Support Associate

[info@qwikresume.com](mailto:info@qwikresume.com) | [LinkedIn Profile](#) | [Qwikresume.com](#)

Hard-working, goal-orientated individual with a strong customer service background seeking a position.

## EXPERIENCE

### Jr. Direct Support Associate

#### ABC Corporation - JUNE 2011 - JANUARY 2012

- Continually encouraged clients to be understanding and patient with their peers.
- Coordinated outings.
- Monitored clients personal progress.
- Monitored clients personal funds.
- Openly exchanged ideas and methods with coworkers to help fit the individual clients.
- Maintain confidentiality of records relating to clients treatment.
- Encourage clients to express their feelings and discuss what is happening in their lives, helping them to develop insight into themselves or their relationships.

### Direct Support Associate

#### Delta Corporation - 2007 - 2011

- Administered personal care, such as ambulation and personal hygiene assistance.
- Cared for individual during period of incapacitation.
- Performed housekeeping duties, such as cooking, cleaning, washing clothes and dishes, and running errands.
- Transported client to locations outside the home, such as to physicians offices or on outings, using a motor vehicle.
- Assist/monitor/teach individual(s) with developmental disabilities with daily living skills Assist/monitor/teach individuals with preparation of .
- Handle emergency situations appropriately, (according to MHA and DMR policies).
- Perform daily record keeping (i.e.

## EDUCATION

- Diploma - September 2010(Southside Regional Medical Center)

## **SKILLS**

Computer , Customer Service, Business Development.