Robert Smith

Direct Support Person/Executive

CONTACT DETAILS

1737 Marshville Road, Alabama
(123)-456-7899
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www.qwikresume.com

PERSONAL STATEMENT

Passionate to help people who are unable to live independently Friendly Associate with over ten years of experience working in diverse retail and customer service environments. Qualified representative who offers a record of successful job performance, proven problem solving ability and experience developing and implementing innovative solutions.

WORK EXPERIENCE

Direct Support Person/Executive

Frances House,Inc.-DD Home Network -   November 2014 – 2020

Responsibilities:

- Transported residents to and from appointments and pass medications.
- Scheduled residents medical appointments.
- Prepared meals on a daily basis.
- Performed housekeeping and laundry duties.
- Performed weekly and monthly vitals.
- Ordered medications from pharmacy.
- Ordered house supplies and inventory monthly.

Direct Support Person

Delta Corporation -   2009 – 2014

Responsibilities:

- Medication aide Assistance with every day living skills Monitoring blood pressure and blood glucose.
- Challenged individuals to complete day-to-day chores and operations.
- Caring for disabled individuals, medication administration, patient paperwork.
- Taking care of residents with mental disabilities.
- Helping them with everyday chores like eating, activities, and personal hygiene.
- Assisted disabled patients with activities of daily living, including bathing, toileting, cooking, taking medication, and outside activities with the .
- Worked with developmentally disable individual, provided personal care, assisted with activities.

Education

Associate of Applied Science in Medical Assistant - 2010(Rockford Career College - Rockford, IL)

SKILLS

EPIC, EClinicalworks, Medisoft, NextGen Electronic Health Records.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)