

# Direct Support Professional

# ROBERT SMITH

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## Objective

Direct Support Professional with excellent people skills and dedicated work ethic. Excellent multi-tasker and demonstrated team player with a positive attitude and strong attention to detail. Willing and ready to expand and learn new skills.

## Skills

Cash Handling, Cashier, Customer Service, Answering Phones, Excel, Powerpoint, Outlook, Microsoft Word, Quickbooks, Filing, Data Entry, Medical Records, Computer, Typing 45 Wpm

## Work Experience

### Direct Support Professional

**ABC Corporation** - February 2014 - Present

- Resolved and clarified issues with patient medications and collaborated with local pharmacies.
- Demonstrated knowledge of hipaa privacy and security regulations by appropriately handling patient information.
- Observed and documented patient status and reported patient complaints to the case manager.
- Planned, prepared and served meals and snacks according to prescribed diets.
- Directed patients in the prescribed range of motion exercises and in the use of braces or artificial limbs.
- Performed household tasks such as laundry, dusting, washing dishes and vacuuming.
- Assisted with transferring residents in and out of wheelchairs and adaptive equipment.

### Cashier

**ABC Corporation** - March 2011 - February 2014

- Described merchandise and explain an operation of merchandise to customers.
- Maintained knowledge of current promotions, policies regarding payment and exchanges, and security practices.
- Operated a cash register to process cash, check and credit card transactions.
- Explained information about the quality, value, and style of products to influence customer buying decisions.
- Replenished floor stock and processed shipments to ensure product availability for customers.
- Answered customers questions and addressed problems and complaints in person and via phone.
- Maintained visually appealing and effective displays for the entire store.

## Education

Accounting - August 2011(MANCHESTER UNIVERSITY - North Manchester, IN)Diploma - 2009(Lake Mary High School - Lake Mary, FL)