

ROBERT SMITH

Direct Support Professional I

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

SUMMARY

Flexible and hard working with the drive to succeed. Works above and beyond expectations. Seeking a role of increased responsibility and authority. Seeking either part-time or full-time position.

CORE COMPETENCIES

Communication, Conflict Resolution, Customer Service, Microsoft Office , Multitasking,

PROFESSIONAL EXPERIENCE

Direct Support Professional I

ABC Corporation - November 2013 – April 2014

Key Deliverables:

- Assisted the doctor with 3 vasectomies, pap smears, ekgs, breathing treatments, and many other routine procedures and examinations on patients from birth to elderly.
- Provided patient chart documentation which was done through the prime care computer system, filing, updating patients charts, scheduling appointments and procedures, phone service, interpretation, and delivery.
- Administer meds assist with chores assist with shopping and worked on independent living skills.
- Assisting out in the community, administering meds, and assisted with any other needs.
- Maintains a balance of activity and rest according to child development standards supports agency funding through personal donations.
- Supports each child to the best development level according to child development standards.
- Operates a home budget for seven displaced youth and two direct care workers.

Medical Assistant Externship

ABC Corporation - March 2013 – July 2013

Key Deliverables:

- possessed the qualities of being a confident medical assistant with young children.
- I sure formed a bond with so many young children to where I made them feel safe and secure while being at the doctor.
- My patience and understanding helped make the patient and their familys experience a positive one.
- The techniques and training that I gained from my opportunity at this pediatrics office will always follow me through my career as a successful medical assistant.
- Skills used patient care/education, vitals, assisted with examinations and procedures, sterilization and cleanliness of examination rooms, specimen collections and interpreting the results.

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- Administering medication to patients, dressing and wound care, assisting with scheduling appointments, phone service, updating patient charts, the filing of insurance claims, insurance/coding basics.
- Managing inventory, money management/bookkeeping daily tasks, interpersonal communication skills, organizational and detail-oriented skills, patience and understanding skills, verbal/non-verbal skills.

EDUCATION

- Associate's Degree in Medical Assisting/ Applied Science - 2012(Zane State College - Zanesville, OH)High School Diploma - 1996(Cambridge High School - Cambridge, OH)