

ROBERT SMITH

Direct Support Professional/Medical Liaison

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

To perform excellent customer service to all departments within the company, while being able to multi-task, staying focused to meet deadlines, working well On Hands and able to stay positive at all times keeping my professional demeanor.

EXPERIENCE

Direct Support Professional/Medical Liaison

ABC Corporation - NOVEMBER 2014 - SEPTEMBER 2016

- Constantly assessed client for suicidal and homicidal ideation including self inflective harm.
- Prefomed medication care responsibilities on a daily basis for six clients.
- Led community tours to local businesses with an emphasis on interaction and social relations to clients suffering from anti-social deficits.
- Maintain documentation required by the state department of indiana assist clients with daily hygiene.
- Helped clients work towards their goals and dreams that they are wanting to fulfill, with all the positivity and support needed for clients to reach their goals.
- Observe and take notes on clients about daily activities including behaviors.
- Direct support professional transported clients to their appointments and outings.

Production Expediter

ABC Corporation - APRIL 2015 - JANUARY 2016

- Review bill of materials reassuring that they match the kit list and resolve discrepancies with appropriate department and planner.
- Attend production/manufacturing meetings stating focused taking notes and recording action items that require immediate attention.
- Utilizing my skill set and work history with the ability to research shortages and discrepancies.
- Thinking out of the box I created tracker sheet and sqwack sheet that allows production second shift to track parts that are pending to be the issue to the floor which is critical in order to meet delivery.
- Expediting parts from the stockroom quickly and handing them over to production in order to keep production from stopping meeting on time delivery.
- Meet with planner throughout my shift when needed to have work orders stamped with updated revision changes, quantities, splitting work orders or looking up drawing and boms in.

- Tracked all progress, and work with probation officers on goals and treatment.

EDUCATION

- Minor in Marketing - 2011(Southern Illinois University In Carbondale - Carbondale, IL)

SKILLS

Cash Handling, Customer Service Excellence, Microsoft Word , Excel & Powerpoint, Credit Card Transactions , Stocking And Merchandising