

# Robert Smith

## *Lead DSP (Direct Support Professional)*

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **PERSONAL STATEMENT**

To utilize my analytical, detail oriented and compassionate communication skills within your organization while gaining concrete knowledge that will allow me to further advance my career.

### **WORK EXPERIENCE**

#### ***Lead DSP (Direct Support Professional)***

**ABC Corporation - 2006 - 2007**

##### *Responsibilities:*

- Planned, prepared and served meals and snacks according to prescribed diets.
- Assisted with transferring residents in and out of wheelchairs and adaptive equipment.
- Observed and documented patient status and reported patient complaints to the case manager.
- Transported individuals to doctors appointment, shopping and other outings.
- Directed patients in simple prescribed exercises or in the use of braces.
- Completed and submitted clinical documentation in accordance with agency guidelines.
- Accompanied clients to doctors offices or other trips outside the home, providing transportation, assistance, and companionship.

#### ***Senior Assistant To Vice President Of Operations***

**ABC Corporation - 1997 - 2005**

##### *Responsibilities:*

- Held monthly secretarial staff meetings to keep the administrative team (6)
- Informed and updated on various changes going on within the organization.
- Transcribed letters, memoranda, and various documentation from notes prepared by self and others via voicemail or dictation.
- Screened and routed incoming mail; composed routine replies and handled external and internal inquiries.
- Made travel arrangements (domestic/abroad) and prepared expense reports for vice president.
- Collected and compiled data for complex reports, screened data for reasonableness and discrepancies.
- Prepared various presentations, and interfaced with all levels of management from around the world.

### **Education**

Associates in Nursing - 1973(Hartford Hospital Practical Nursing Program - Hartford, CT)High School Diploma - 2006(Elsik Highschool - Houston, TX)

### **SKILLS**

Medical Terminology,  
Microsoft, Customer Service, Computer, Dropbox, Excel, Internet, Email, Powerpoint, Typing, Vital Signs, Windows, Youtube

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

