



EVELYN WHITE

Early Intervention Service Coordinator

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PROFESSIONAL SUMMARY

Compassionate Early Intervention Service Coordinator with 2 years of experience supporting children and families through tailored service coordination. Proficient in crafting Individualized Family Service Plans and facilitating effective communication among stakeholders. Committed to promoting developmental success and empowering families to navigate resources and interventions for optimal growth.

WORK EXPERIENCE

Early Intervention Service Coordinator 📅 Apr / 2024-Ongoing
Seaside Innovations 📍 Santa Monica, CA

1. Trained agencies on transition processes and service recommendations for children with developmental needs.
2. Secured parental consent for evaluations by effectively communicating the assessment process.
3. Disseminated Procedural Safeguard Notices and educational resources to parents and providers.
4. Coordinated the collection of necessary prescriptions and reports to facilitate evaluations.
5. Assisted in drafting and executing Individual Family Service Plans tailored to children's needs.
6. Facilitated service plan meetings, ensuring active participation from families and providers.
7. Monitored the implementation of service plans, adjusting strategies as needed for optimal outcomes.

Early Intervention Service Coordinator 📅 Apr / 2023 - Apr / 2024
Cactus Creek Solutions 📍 Phoenix, AZ

1. Successfully established service plans for children aged 0-3, improving developmental outcomes.
2. Maintained organized files and documentation to ensure compliance and accessibility.
3. Collaborated effectively with community agencies and professionals to enhance service delivery.
4. Utilized strong organizational skills to manage multiple cases efficiently.
5. Demonstrated empathy and problem-solving abilities when working with families from diverse backgrounds.
6. Developed individualized goals and strategies based on comprehensive assessments of children's needs.

EDUCATION

Bachelor of Science in Child Development 📅 Apr / 2022 - Apr / 2023
University of Southern California 📍 Denver, CO
Studied child development theories, early intervention strategies, and family support systems.

SKILLS

Documentation Management

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Deadline Management

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Interagency Collaboration

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Crisis Prevention

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Cognitive Behavioral Techniques

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Cultural Sensitivity

● ● ● ● ● ● ● ● ○

INTERESTS

🎮 Gaming

👗 Fashion

🎬 Film

💻 Technology

STRENGTHS

⚖️ Fairness

↔️ Flexibility

➡️ Forward-thinking

❤️ Gratitude

LANGUAGES

English

Russian

Mandarin

ACHIEVEMENTS

- ★ Successfully developed and implemented 10 Individualized Family Service Plans for children aged 0-3.
- ★ Facilitated workshops for parents, increasing understanding of early intervention services by 40%.
- ★ Achieved a 95% satisfaction rate from families regarding support services provided.