Robert Smith

Employment Training Specialist

CONTACT DETAILS

1737 Marshville Road, Alabama
(123)-456-7899
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www.qwikresume.com

PERSONAL STATEMENT

Experienced Operations Manager professional with strong leadership and relationship-building skills. Ability to learn new software in a short amount of time with high retention.

WORK EXPERIENCE

Employment Training Specialist

INALLIANCE -   February 2015 – July 2017

Responsibilities:

- Coordinate and provide systematic instruction and positive behavior management strategies.
- Develop adaptations.
- Provide support services not available within the consumers natural environment.
- Facilitate the integration of consumers with developmental disabilities in natural and preferred environments.
- Entered client data in a centralized database and maintained up-to-date case records for all clients.
- Conducted needs assessments for families with disabilities.
- Met with clients one-on-one to determine necessary services and make appropriate recommendations.

Employment Training Specialist

Delta Corporation -   2011 – 2015

Responsibilities:

- Performed intakes and comprehensive consumer assessments to determine the employability of individuals referred to the program.
- Provided case management services to address unmet needs indicated by the initial assessment.
- Provides job coaching and counseling to help prepare consumers for work.
- Contacted prospective employers to obtain positions for developmentally disable clients.
- Taught required job skills to clients.
- Wrote job analyses and maintained clients files.
- Attended meetings with case workers and home staff.

Education

Bachelor Of Science In Applied Arts And Sciences - 2014(San Diego State University)

SKILLS

Proficient In PC's, File Maker Pro, Data Entry, Creating Flyers, Microsoft Word, Typing.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)