



# CHARLOTTE HARRIS

Temporary Independent Living Specialist

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📍 Los Angeles  
🌐 www.qwikresume.com

## SKILLS



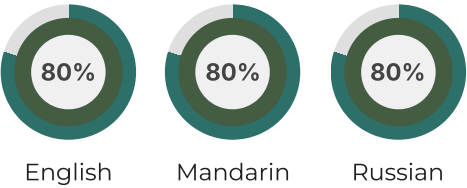
## INTERESTS

- 📖 Birdwatching 🧳 Traveling
- 🏆 Sports Coaching 🧶 Knitting

## STRENGTHS

- 🔗 Pragmatism 🌿 Sensitivity
- 💖 Sincerity ⚓ Stability

## LANGUAGES



## ACHIEVEMENTS

- 🌟 Successfully assisted 30+ clients in achieving their independent living goals.
- 🌟 Implemented a new client feedback system that improved service satisfaction by 25%.

## PROFESSIONAL SUMMARY

Enthusiastic Independent Living Specialist with 2 years of dedicated experience in supporting individuals with disabilities to achieve autonomy. Expert in conducting comprehensive needs assessments, coordinating essential services, and developing individualized skill-building programs. Committed to fostering inclusive environments that empower clients and advocate for their rights.

## WORK EXPERIENCE

- Temporary Independent Living Specialist** 📅 Apr / 2024-Ongoing  
**Quantum Solutions LLC** 📍 Phoenix, AZ
- Conducted thorough intake assessments for consumers seeking independent living services.
  - Responded to information and referral requests, providing tailored resources and making appropriate referrals.
  - Delivered orientations on Independent Living Philosophy and services to new consumers.
  - Maintained detailed documentation of consumer interactions to ensure compliance and confidentiality.
  - Generated reports identifying consumer strengths and training recommendations based on data analysis.
  - Facilitated community training sessions and managed an organized database of resources.
  - Collaborated with service providers to enhance consumer access to essential services.

- Independent Living Specialist** 📅 Apr / 2023-Apr / 2024  
**Summit Peak Industries** 📍 Denver, CO
- Supported clients in establishing and achieving personal independence goals through tailored plans.
  - Collaborated with interdisciplinary teams to address consumer needs effectively.
  - Participated in community outreach events to raise awareness about available services.
  - Utilized professional communication skills to liaise with clients and external agencies.
  - Adapted quickly to changes in policies and client needs in a fast-paced environment.
  - Maintained composure and professionalism during high-stress situations.

## EDUCATION

- Bachelor of Science in Social Work** 📅 Apr / 2022-Apr / 2023  
**University of Southern California** 📍 Denver, CO
- Focused on social service practices and community outreach strategies.