

Lead Direct Support Professional

ROBERT SMITH

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Address: 1737 Marshville Road,
Alabama.

Objective

To secure a position at a company that has opportunity for advancement.

Skills

SAP/ MRP/ ERP, Microsoft Office Suite, White Belt/ Lean Manufacturing, Process Improvement, Quality Control.

Work Experience

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Community Alternatives/ResCare - 2019 - 2020

- Supported Adults with mental disabilities in their homes.
- Took to doctor appointments grocery shopping, helped with daily life task and helped with giving medications.
- Supervised children and adults who have intellectual disabilities.
- Prepared meals, transport clients on community activities, medication administration, taught independent living skills.
- Supported professional for an adult day training facility providing direct supports to adult with developmental/intellectual disabilities.
- Oversaw staff, ensuring that activities are being done for those we support.
- Created class material for each group, administer medications to our participants.

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Delta Corporation - 2011 - 2013

- Personal cares, integration into community, teaching independence.
- Monthly state and agency paperwork.
- Ordering supplies and medications.
- Talked with customers about their bills, helped them with some technical support when needed.
- Helped set up payment arrangements, and helped co-.
- Ensure that our day training program is providing training materials satisfactory to ResCare and Department of Developmental and Intellectual Disabilities.
- Assist the coordinator in the daily operations of day training services.

Education

Associates degree in Human Services - 2009(Elizabethtown Community and Technical College - Elizabethtown, KY)