



AMELIA MOORE

Program Aide

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PROFESSIONAL SUMMARY

Bringing a wealth of experience in youth program facilitation, I have dedicated 10 years to creating impactful learning environments. My expertise includes developing engaging activities, ensuring participant safety, and fostering community connections. I am passionate about empowering youth through effective program delivery and collaboration with stakeholders to enhance overall program success.

WORK EXPERIENCE

Program Aide

Quantum Solutions LLC

📅 Apr / 2019 - Ongoing

📍 Phoenix, AZ

1. Facilitated transportation and supervised medication administration for clients, ensuring safety and compliance.
2. Documented client behaviors and communicated observations to clinical staff, enhancing care strategies.
3. Participated in shift reports, updating team members on client status and program needs.
4. Ensured all documentation was accurate and up to date in client files.
5. Assisted in group activities and meetings, fostering engagement and participation.
6. Supervised client outings and managed intakes and discharges, ensuring a smooth transition for participants.
7. Coached clients in skills development and completed program documentation for accountability.

Program Aide

Summit Peak Industries

📅 Apr / 2015 - Apr / 2019

📍 Denver, CO

1. Led the Summer Youth Employment Program, successfully managing applications and workshops for over 150 participants.
2. Conducted evaluations of program outcomes and presented findings to local government officials, influencing policy decisions.
3. Facilitated life skills workshops for teens, enhancing employability and personal development.
4. Coordinated food pantry services, supporting elderly individuals and improving access to resources.

EDUCATION

Bachelor of Arts in Psychology

University of Kentucky

📅 Apr / 2012 - Apr / 2015

📍 Phoenix, AZ

Studied the psychological principles influencing behavior and development, focusing on youth engagement.

SKILLS

Budget Management

First Aid Certification

Empathy

Active Listening

Goal Setting

INTERESTS

🔧 Woodworking

🔭 Star Gazing

★ Theatre

🏠 Architecture

STRENGTHS

😊 Politeness

🚩 Determination

🚀 Ambition

✅ Dedication

LANGUAGES



English



Polish



German

ACHIEVEMENTS

★ Successfully implemented a new youth engagement program that increased participation by 30%.

★ Developed and led workshops that improved life skills for over 100 participants.