

# Robert Smith

## Program Instructor II

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **PERSONAL STATEMENT**

To obtain a position in a field utilizing office, clerical, and automation skills, Develop Educational curriculum for students with local School District Coordinate lesson plans, field trips, summer and school activities and . Taught and instructed group and one on one interaction with elementary youth.

### **SKILLS**

All Areas Of Microsoft Office, Excel.

### **WORK EXPERIENCE**

#### ***Program Instructor II***

**ABC Corporation - April 2012 - April 2013**

##### *Responsibilities:*

- Responsible to provide supervision and protective oversight of assigned individuals or individuals throughout scheduled shift assignment to ensure their safety and well-being.
- Responsible to maintain ongoing knowledge and understanding of established levels of protective oversight and supervision requirements under the individuals plan of care.
- Assisted in the development and preparation of Individual Plans and annual assessments.
- Implemented age-appropriate activities and ensure that goals and objectives are being met.
- Provided written evaluation and progress reports at specified intervals to include daily data collection on formal goals and objectives.
- Maintained and collected information related to the Behavior Support Plans as needed.
- Participated in case conferences, staff meetings and in-service training sessions.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

#### ***Program Instructor***

**Delta Corporation - 2011 - 2012**

##### *Responsibilities:*

- Provide instruction and guidance to 11 clients and three direct care staff within the designated program area contained in a larger day treatment .
- Facilitate consumer Individual Habilitation Plans (IHP) including, but not limited to program development, acting as a service designate, .
- Prepared daily schedules for assigned groups Guided young children 6-16 to progress in positive direction Verify appropriate documentation for higher .
- Responsible for making sure that the jobs were completed properly and went out on time.
- Was promoted to lead Skills Used drove truck picking up and delivering product, operated fork lift.
- Helping consumers with disabilities accomplish their goals.
- This is Dummy Description data, Replace with job description relevant to your current role.

## Education

High School Diploma in General Studies - 1994(Frank W Ballou  
Senior High School - Washington, DC)