

Program Instructor I

ROBERT SMITH

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Objective

Motivated team player with almost 10 years in the helping field. Creative problem solver who can see the big picture but never lose sight of the details. Goal driven achiever with strong organizational skills. Focused, trustworthy and dependable professional. Caring and compassionate helper who adheres to strict confidentiality policies.

Skills

Microsoft office suite, including Excel VBA, Bloomberg terminal, Presentation, Start-Up Companies.

Work Experience

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Hope Network Of Cadillac - 2013 – 2020

- Provided direct supervision of habilitative/rehabilitative services to over 30 individuals/consumers with disabilities in training services.
- Planned, documented, and evaluated services for consumers.
- Implemented skill building plans for groups of 6 consumers as established by person-centered process that are consistent with recipient rights, national accrediting organizations, and departmental guidelines.
- Developed functional and age appropriate goals and objectives, and implement new goals for all consumers.
- Planned, organized, implemented and documented weekly community involvement for each consumer according to individual needs as specified in the skill building plan.
- Completed daily data collection, monthly/quarterly progress reports, pay sheets, and daily attendance/activity schedules.
- Communicated with homes, guardians, and other staff regarding consumers.

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Delta Corporation - 2011 – 2012

- Assisting elderly and disabled individuals with their daily independent living.
- Giving normalization to customers.
- Meal preparation.
- Responsible for light cleaning.
- Related Skills Recognizing and Assigning Group leaders Facilitating engaging group activities Planning and leading dialogue circles Overseeing .
- Delivered weekly lectures and designed in-class games and quizzes, aiding in Chinese language comprehension Improved students Chinese proficiency .
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

BS in Human Service Program - 2012(Baker College of Cadillac - Cadillac, MI)