

ROBERT SMITH

Associate Program Instructor

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Participated in case conferences, staff meetings and in-service training sessions. Planned and implemented activities utilizing community resources. Followed safe lifting techniques and individual lifting instructions.

CORE COMPETENCIES

Ability to work in a team structure, Excellent written and oral communication, Ability to Plan, Organize and Prioritize Work, Computer include: Microsoft Word, Microsoft Excel and Microsoft PowerPoint.

PROFESSIONAL EXPERIENCE

Associate Program Instructor

ABC Corporation - April 2013 – July 2014

Key Deliverables:

- Reached Adult Development, Inc.
- provided daytime clients with limited health monitoring, mind and body exercise, social activities, meals, transportation, and support services for Elderly Clients age 60 years Or older and Adult Clients aged 18 to 59 years.
- Supervised environment for adults with physical or mental disabilities, as well as respite for the regular caregivers from their daily duties.
- Interacted with adults who have numerous disabilities.
- Worked with clients that have life-long disabilities as a result of Mental Retardation, Cerebral Palsy, Epilepsy, Autism, as well as other conditions.
- Provided films and music; arts and crafts; physical exercise; discussion groups on books or current Events; and local outings.
- Provided educational services (Math, Science, Drawing and simple English).

Program Instructor

Delta Corporation - 2011 – 2013

Key Deliverables:

- Worked with children ages 3 to 5.
- Supervised childrens safety.
- Assist students with homework, mentor on various problems and concerns of students, in charge of engagement of multiple physical fitness activities.
- Support patients with developmental disabilities in a group home setting helping them to achieve their individual goals.
- Maintain accurate documentation of their progress.
- Provided the direct care of group home residents.
- This is Dummy Description data, Replace with job description relevant to your current role.

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EDUCATION

Diploma in Public or Private sector - (Roseville High School - Roseville, CA)

