

Robert Smith

Program Instructor/Coordinator

CONTACT DETAILS

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PERSONAL STATEMENT

To give the best quality service and demonstrate the competence that satisfies the interest of the company, Provided individuals with assistance to complete daily living activities, for example; personal care needs, meal preparation and recreational .

SKILLS

Microsoft Office, Adobe Reader.

WORK EXPERIENCE

Program Instructor/Coordinator

Allegany Rehabilitation Center (ARC) - June 2010 - 2020

Responsibilities:

- Assisted with meal preparation when needed.
- Assisted with daily living skills (e.g., lifting, transferring, toileting, personal hygiene, bathing, laundry, cooking).
- Implemented outcomes developed in the IP.
- Completed paperwork as assigned including documentation (e.g., incident reports, outcomes, transition to /from full time staff, log entries).
- Maintained living environment in accordance with D.D.A.
- Planed, assisted, and participated in community outings with one or more residents (e.g).
- Assisted individuals with the ability to grow and to learn independence.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Program Instructor

Delta Corporation - 2007 - 2010

Responsibilities:

- Prepare mentally disabled individuals for the workforce Served as a Liaison between the individual and the organization employed with Advocate for .
- Homework help Planning activities Mentoring Walmart Ambassador caffery, Lafayette LA.
- Take care of the disabled with daily needs Accomplishments The job was very rewarding seeing the smiles on their faces each day.
- Skills Used Lifting the correct way.
- Being aware of behaviors and knowing how to calm a person down.
- Performed supervisory duties of trained new employees, taught and coached employees to ensure quality services, completed employee reviews and .
- This is Dummy Description data, Replace with job description relevant to your current role.

REFERENCES

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

Education

Associates in Human Resources - (Suny Jamestown Community College - Jamestown, NY)