

Program Support Technician

ROBERT SMITH

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Objective

Program Support Technician specializing in administrative support to a busy office. Committed to delivering high-quality results with little supervision. Focused on driving productivity by leveraging strong front office management skills. Adept at managing multiple projects with ease using time management methods.

Skills

Catheters, CPR, Nasogastric Tube, Patient Care, Bladder Scan.

Work Experience

Program Support Technician

Dept. Of Motor Vehicles - May 2012 - June 2017

- Receive all judicial Virginia and out of state Abstracts, Driving Under Influence (DUI) Abstracts, Drug Violations, Commercial Driver License (CDL) violations, Administrative License Suspensions (ALS), Out of State Citations, Judgment Abstracts, Judgment Defaults, Juvenile Findings, and all other court-ordered requests.
- Apply revocations and suspensions to customers records based on court documents received.
- Reissue drivers license privilege in accordance with the Motor Vehicle Code of Virginia as well as issuing registration renewals as it applies within the laws of the Commonwealth of Virginia.
- Open, sort, batch; and scan all incoming and returning work in the content management database,(OnBase) for processing and indexing of work.
- Review and analyze all traffic, criminal and juvenile court records requests in accordance with the Motor Vehicle Code.
- Post all court-ordered convictions to the individuals driving record pursuant to State, Federal statutory, and regulatory requirements; and/or suspend or reinstate driving privileges.
- Train new hires on daily work functions.

Program Support Technician

Delta Corporation - 2008 - 2012

- Provided peer support, monitored individual units.
- Documented daily activities and incidents; planned and implemented social and recreational activities.
- Assisted non-clinical day to day issues, such as arranging for or providing transportation, grocery scheduling and or scheduling appointments if .
- Worked at several sites, included Fresh Start, and Safe Haven Participated in case reviews and community meetings with NPI.
- Virginia Tobacco Settlement Foundation Grant Program Instructor Virginia Polytechnic Institute and State University Tazewell County, Tazewell, .
- Cooperatively worked with the 4-H youth program, principals, teachers, and volunteers to prevent smoking among youth as they learned to flex their .
- Assist students and departments in the graduation process.

Education

Associate's in Criminal Justice - 2010(Strayer University - Midlothian, VA)