

ROBERT SMITH

Residential Program Manager III

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Self-motivated individual, seeking to build career by working in a setting where may continue to utilize the training and skills that have obtained throughout current employment.

EXPERIENCE

Residential Program Manager III

Gateway Community Industries - MAY 2007 - 2019

- Supervision and oversight of staff training (both within the residence and the agency) Completion of bi-weekly timesheets.
- Responsible for the daily running of the office, including retrieving and responding to emails, telephone usage, and filing.
- Served as a member of agency task forces and provided training for new staff as requested.
- Served in the capacity of Assistant Residential Director while the supervisor was on medical leave as well as during assignment on a special audit project.
- Residential Program Manager Orchestrated direction and management of programming for individuals living in group homes.
- Provides team-building strategies for employees. Manages and builds rapport with community contacts.
- Maintains employee files for audits Maintains youth files for audits.

Residential Program Manager

ABC Corporation - 2005 - 2007

- Assist with selecting, training, and evaluating residential staff.
- Schedule staff in order to effectively meet program and resident needs.
- Disburse resident monies for wants and needs, tracking and recording expenditures in Microsoft Excel so that accounts and ledgers are clearly documented.
- Initiate and conduct monthly staff meetings to address and resolve staff concerns.
- Conduct biannual evaluations of staff performance.
- Maintain and assist in maintaining accurate records as necessary in a timely manner.
- Ensure that residents receive appropriate training, support, and supervision necessary for the acquisition of functional daily living needs..

EDUCATION

- Early Childhood Education - 1989(SUNY Delhi Delhi - Delhi, NY)

SKILLS

Communication Skills, MS-Office.