

## Objective

Residential Training Specialist is Identifying and resolves problems in a timely manner; Gathering and analyzing information skillfully; Developing alternative solutions; Working well in group problem solving situations; Using reason even when dealing with emotional topics. Writing clearly and informatively; Editing work for spelling and grammar; Varying writing style to meet needs; Presenting numerical data effectively; Reading and interpreting written information.

## Skills

Data Assistant, Training.

## Work Experience

### Residential Training Specialist

**ABC Corporation** - December 2012 – 2022

- Assisted with intake procedures as directed.
- Worked with the Health Center personnel regarding medical compliance for residential students.
- Provided assignments, instruction, and support to student staff members in Residence Life Central Office.
- Composed answers to routine letters or e-mail and prepares other letters or e-mails in accordance with office regulations and policies.
- Experience in office management, customer service and clerical work in a higher education setting.
- Co-Supervised Resident Assistants.
- Conducted regular individual and group supervision meetings.

### Residential Training Specialist

**Delta Corporation** - 2010 – 2012

- Medication Administration under direct supervision of Nursing Staff or Medical Staff Medical Care/Treatment under direct supervision of Nursing Staff .
- Home Health Care Provider I worked in a residential setting with mentally challenged individuals.
- Cooked, cleaned, and prepared meals.
- Perform health care related tasks, such as passing medications, taking care of personal needs and overall well being.
- Perform housekeeping duties, .
- Total care of 5 clients that were bed ridden.
- Bathing Clothing Feeding Training Paper Work.

## Education

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