

ROBERT SMITH

Supported Employment Specialist II

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Motivated leader with strong organizational and prioritization abilities. Areas of expertise Include the use of power equipment, customer and management skills as well as general warehouse duties.

NOVEMBER 2012 - FEBRUARY 2015

SUPPORTED EMPLOYMENT SPECIALIST II - ABC CORPORATION

- Assisted with training new staff and provide resources for team.
- Worked with a caseload of about 16-18 clients.
- Assisted clients in identifying jobs that match their interests, abilities, and past experiences.
- Facilitated in the job search process by helping clients create resumes and cover letters, fill out applications, interview preparation, and speaking with managers.
- Assisted and support clients in job maintenance by meeting regularly to check in and help with any work issues as well as facilitate and preserve relationships with clients supervisors.
- Provided supportive employment and supportive education to all participants enrolled in the program.
- Attended community educational & employment resources, SES trainings, & Continuing Education.

2010 - 2012

SUPPORTED EMPLOYMENT SPECIALIST - DELTA CORPORATION

- Responsible for processing incoming/outgoing materials such as reports, case notes, time sheets, attendance records, correspondence, and other forms .
- Prepare ISP packets for weekly and monthly meetings with Support Coordinators, Behavior Health Specialists, and other staff as directed to .
- Perform office automation duties using software applications such as Outlook and Spreadsheet; Maintain monthly calendars, schedule appointments and .
- Receiving homework help.
- Participating in community service trip Jubilee Womens Center cooking food for residents, - Reader Leaders Program for elementary students .
- Liberty Corners Enterprises, Inc.
- Supported Employment Technician Supported disabled individuals in paid jobs otherwise done by non-disabled workers Provided intensive .

EDUCATION

Bachelors of Business Administration in Management - 1995(Morehead State

University)

SKILLS

Medicaid Billing, Human Resources, Staff Management.