

# Jessica Claire

100 Montgomery St. 10th Floor (555) 432-1000 resumesample@example.com

**SUMMARY** Dedicated, organized, and motivated professional with experience using positive and negative reinforcement strategies to improve behaviors. Knowledgeable at implementing behavior treatment plans and intervention techniques. Also focused on multi-modal market research to identify potential clients and market trends and forecast market directions. Relationship-builder with excellent communication and organizational abilities.

- SKILLS**
- Verbal and Written Communication
  - Problem Solving
  - Crisis Management
  - Attention to Detail
  - Critical Thinking
  - Adaptability and Flexibility
  - Behavior Observation
  - Employee Training
  - Problem-Solving
  - Microsoft Office
  - Case Management
  - Report Writing
  - Behavior Management
  - ABA Techniques
  - Positive and Negative Reinforcements
  - Treatment Planning
  - Crisis Intervention
  - HIPAA Requirements
  - Encouragement and Motivation
  - Clinical Documentation
  - Market Research, Forecasting and Analysis
  - Data Collection and Analysis
  - Generating Brand Awareness
  - Decision Making
  - Content Development
  - Digital Content Platforms
  - Audience Engagement
  - Social Media Marketing

**EXPERIENCE** **DIGITAL/SOCIAL MEDIA MARKETING ASSISTANT** 03/2022 to CURRENT

Civitas Health Services | Virginia Beach, VA

- Prepare or edit organizational publications for internal and external audiences.
- Create and publish news and promotional content to increase fan engagement and channel growth.
- Generate ideas and innovate social media marketing strategies for different brands and platforms.
- Leverage tools to track social trends, identify influencers and devise successful outreach strategies.
- Set up and optimize company pages within each platform to increase visibility of company's social content.
- Analyze market data to determine ways to reach target audience or intended segments.
- Prepare and presented reports to update stakeholders about success of each strategy.
- Work closely with team members to deliver project requirements, develop solutions and meet deadlines.
- Engage positively with online community to glean insights and capitalize on learning opportunities.

**SENIOR REGISTERED BEHAVIOR TECHNICIAN/BUSINESS DEVELOPMENT INTERN** 02/2021 to CURRENT

Cemex Usa | Saint Cloud, FL

**Senior RBT Duties -**

- Work one on one with children diagnosed with Autism Spectrum Disorder in a home based setting, utilizing the model of Applied Behavior Analysis
- Prepare materials, implement discrete-trial teaching procedures and prompt/prompt fading procedures that support each child's growth toward their individual goals
- Collect and analyze data, chart findings, and monitor progress and efficiency of individualized treatment plans
- Demonstrate leadership by making improvements to work processes and helping to train others.

**Business Development Intern Duties -**

- Set up potential client contacts, cultivated relationships and followed through on service needs.
- Contacted prospective clients through outbound telephone calls and emails.
- Researched possible business leads and communicated to supervisor.
- Followed up with prospects through telephone calls and emails.
- Tracked project updates and completion with shared spreadsheet.

**REGISTERED BEHAVIOR TECHNICIAN**

11/2017 to 01/2021

AchieveAbility Therapy | City, STATE

- Worked one on one with children, teens, and adults diagnosed with special needs in a clinical setting, utilizing the model of Applied Behavior Analysis
- Prepared materials, implemented discrete-trial teaching procedures and prompt/prompt fading procedures that support each person's growth toward their individual goals
- Assisted with building life and social skills useful for everyday activities and interactions.
- Planned and implemented individualized interventions as part of behavior treatment plans.
- Developed activity plans and instructional materials to assist with treatment.
- Cultivated relationships with fellow staff members to enhance team collaboration.
- Collected and analyzed data, charted findings, and monitored progress and efficiency of individualized treatment plans.
- Attended review, progress and clinical team meetings.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our services.

**ADMINISTRATIVE ASSISTANT**

03/2008 to 08/2011

Cabell County Sheriff's Dept. | City, STATE

- Created Weekly Inmate Schedules
- Answered Incoming Office Calls
- Filing Legal Documents
- Performed daily Behavioral Intervention Database backup
- Prepared pending Home Incarceration Candidate files
- Preformed Criminal Background Investigations
- Prepared correspondence to Circuit Court Judges and/or Magistrates regarding eligibility status of inmates
- Scheduled home investigations with pending clients to check eligibility requirements
- Notified officers in the field of any alerts regarding inmates

**EDUCATION AND TRAINING** **Bachelor of Science** | Health Sciences 05/2007  
Marshall University, Huntington, WV

Registered Behavior Technician Certification

Behavior University

- ACTIVITIES AND HONORS**
- RBT Council Member - Elemy
  - Autism Speaks, Tampa Bay - Volunteer, Team Leader

**ACCOMPLISHMENTS**

- Elemy - Promoted from RBT to Senior RBT, in less than 12-months
- Herd Nerds Media, LLC - Saw over 400% growth in company's social media followers since March 2022
- Herd Nerds Media, LLC - increase of engagement across company's social media platforms
- Herd Nerds Media, LLC - Negotiated with sponsors, saving company approximately \$1,000 annually.

**CERTIFICATIONS**

- BACB - Registered Behavior Technician (RBT)
- Willbarger Brushing Protocol and Joint Compressions - Shelly Perry, OTR/L
- Basic Life Support/CPR - American Red Cross