

JESSICA CLAIRE

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

Professional Summary

To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management, and problem-solving skills.

Skills

- Client records management
- Client needs assessment
- Individual and group counseling
- Microsoft Office
- Cultural awareness
- Planning and Coordination
- Flexible & Adaptable
- Written Communication
- Teamwork
- Maintenance & Repair
- Supervision
- Bilingual
- Problem solver
- Quick Learner
- Time management
- Multitasking and Prioritization
- Materials Organization
- Data Entry

Work History

Resident Advocate, 10/2020 to Current

Fullbloom – Brighton, CO

- Assisted individuals with addressing disabilities and developing career plans.
- Prepared and maintained records and case files, including documentation such as clients' personal and eligibility information, services provided, and relevant correspondence.
- Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
- Worked with homeless participants to understand needs and provide excellent service.
- Worked flexible hours; night, weekend, and holiday shifts.
- Supervised work of contracted employees to keep on task for timely completion.
- Resolved conflicts and negotiated mutually beneficial agreements between parties.
- Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.
- Managed quality assurance program, including on-site evaluations, internal audits, and customer surveys.

Child Specialist, 01/2020 to 11/2020

Super Soccer Stars, Amazing Athletes & Jumpbunch – Campbell, CA

- Constructed age-appropriate goals and outcomes to assist children with special needs and developmental delays.
- Developed level-appropriate lessons and activities to support skill-building needs.
- Assessed exposure to substance abuse, violence and other risk factors.
- Prepared children for success in classroom settings through encouragement and exploration of learning activities.
- Conducted educational, behavioral and well-being assessments.
- Communicated respectfully and thoughtfully with parents and guardians by remaining sensitive to different families' cultures, values and needs.
- Provided one-on-one and peer group tutoring on core subjects for children aged 4 to [16].
- Instructed children in crafts and other activities to promote gross and fine motor skills, including creating paintings, drawings, paper crafts and decorations.
- Provided information on developmental milestones to coach families on incorporating modeled interventions into children's daily routines.
- Provided community resources and education to families to increase knowledge and advocacy skills.
- Used software to compile, maintain and file all records and documents.
- Created safe and engaging learning environment for groups of diverse children with various learning styles.
- Observed children to proactively identify issues with emotional or physical development and worked with parents and supervisors to address concerns.
- Developed lessons and activities to promote children's physical and emotional development.

Behavior Technician, 05/2019 to 09/2019

Esperanza Services – City, STATE

- Provided comprehensive case management services, created treatment plans and connected clients and families to appropriate resources.
- Directed family-centered, strengths-based, culturally competent and individualized intakes and assessments.
- Encouraged patients to discuss experiences in group and individual settings.
- Delivered client assessments for those struggling with addiction or relationship issues and implemented strategies based on client needs.
- Displayed sensitivity to cultural and linguistic needs of clients and families served.
- Observed and monitored client behavior and responses to treatment.
- Maintained professional and clinical perspective at all times, demonstrating not to internalize or personalize interactions regarding certain student behaviors or mannerisms.
- Provided responsive communication by phone and email to answer general and pressing questions.
- Worked as part of collaborative team to address changing needs of children and families.
- Observed, monitored and recorded problem behaviors through accurate behavior-consequence data collection, graphs and anecdotal notes.
- Conducted functional behavior assessments, functional analysis, preference assessments and assessments of basic learning and language skills to identify target behaviors and purpose of behaviors.

Coach, 06/2016 to Current

Salinas Soccer League – City, STATE

- Participated in fundraising events, helping team bring in funds to pay for travel and other expenses.
- Evaluated individual knowledge, skills and strengths and assigned team positions to maximize talent areas.
- Monitored athletes during events and practice to quickly identify injuries.
- Taught players how to run specific game plays in order to build cohesive, structured team.
- Encouraged everyone to cultivate strong work ethic by demonstrating diligence, patience and respect for others.
- Enforced discipline both on and off-field to lead team with highest personal standards.
- Developed game plans and adjusted to meet various game situations.
- Introduced games and drills, which helped students to better develop skill levels.

Education

Bachelor of Arts: Chicano Studies, 06/2019

University of California - Davis - Davis, CA

Bachelor of Arts: Sociology, 06/2019

University of California - Davis - Davis, CA

Associate of Arts: Sociology, 06/2017

Hartnell College - Salinas, CA

Languages

Spanish: English:

Negotiated: Negotiated: