

# JESSICA CLAIRE

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## 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

### Easter Seals Midwest - Digital/Social Media Marketing Assistant Gladstone, MO • 03/2022 - Current

- 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.

### Charles Schwab Corporation - Senior Registered Behavior Technician/Business Development Intern Saint Paul, MN • 02/2021 - Current

#### 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.

### AchieveAbility Therapy - Registered Behavior Technician City, STATE • 11/2017 - 01/2021

- 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.

### Cabell County Sheriff's Dept. - Administrative Assistant City, STATE • 03/2008 - 08/2011

- 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

## ACCOMPLISHMENTS

- Promoted from RBT to Senior RBT, in less than 12-months.

## ACTIVITIES AND HONORS

- RBT Council Member - Elemy Care
- Autism Speaks, Tampa Bay - Volunteer, Team Leader