

ROBERT SMITH

Developmental Specialist/Director

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

To obtain a position that will enhance skills in career. Able to be taught to do the task that is needed, a fast learner and a hard worker.

CORE COMPETENCIES

Team Development, Collaboration, Consulting, Data Entry.

PROFESSIONAL EXPERIENCE

Developmental Specialist/Director

ABC Corporation - August 2005 – June 2013

Key Deliverables:

- Responsible for improving the self-confidence independence and daily living skills of persons with disabilities in a day center atmosphere.
- Attending all annuals, setting up hours, budgets, and goals for clients.
- Responsible for checking the daily tracking sheets of staff and inputting them into a computer system known as GAT.
- Responsible for the well-being of six staff and forty-eight clients.
- Training staff on High-Risk Plans, ISPs and holding monthly in services.
- Collaborate with other staff members and disciplines.
- Assist in creating and implementing IFSP outcomes.

Developmental Specialist

Behavioral Technology - 2003 – 2005

Key Deliverables:

- Work with mentality handicap clients.
- Help them with hygiene and grooming.
- Cooking and cleaning,.
- Take them out on activities in the community.
- Also help with there day to day living skills.
- To help them be as independent as possible..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

B.S. in Elementary Education - (BETHEL COLLEGE - Mishawaka, IN)

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