

Robert Smith

Asst. Developmental Specialist

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SUMMARY

Child development specialists play an important role in kids' lives, including helping including a candidate's educational qualifications and work experience

SKILLS

Microsoft, Technical Skills.

WORK EXPERIENCE

Asst. Developmental Specialist

ABC Corporation - August 2008 – February 2009

- Provided high quality of services to the residents of specific group homes and designated apartment locations.
- Identified the needs and interests of residents and created activities for them.
- Ensured the rights of all home residents are respected.
- Enforced the rules to provide guidance and support for residents regarding the quality of living.
- Encouraged residents to participate in activities like outings. Trips, social and community forums and other events.
- Reviewed a log that documents any activities that happened overnight.
- Responsible for the hiring and training of new staff. Helping with the regular maintenance of the building.

Developmental Specialist

Advanced Verification - 2005 – 2008

- Managed a team of 12-15 tenured and new credit analysts.
- Mentored newer employees and cultivated talents to succeed in a high pressure environment.
- Ran monthly calibrations to ensure analysts were aware of changes and updates to procedures and new regulations within the industry.
- Performed monthly quality audits on analysts to review work and monitor adherence to quality and production goals.
- Held one on one coaching sessions weekly with analysts to discuss areas of opportunity and growth to help further their work and development.
- Established individual goals for analysts based on observed individual strengths and opportunities to help further their growth..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Master of Arts in Adult Education/Training - July 2013(University of Phoenix - Salem, OR)