

ROBERT SMITH

Vocational Counselor/

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Former special education teacher for grades K-12. Currently working with adults who have disabilities as a Vocational Counselor. I have 10 years experience as a case manager for children and adults with mental health and ID.

FEBRUARY 1993 - JULY 2011

VOCATIONAL COUNSELOR/ - ABC CORPORATION

- Worked with adults who have disabilities who want to get back into the workforce either full or part-time.
- Performed situational assessments to make sure the client is ready to go back into the workforce.
- Helped clients with job development and completing applications online, Help clients with on-site training.
- Assisted in helping employers train clients properly.
- Maintained month to month contract with the client as long as they have the job.
- Worked with local DARS to ensure the success of the client in the job they get.
- Developed ISPs for clients as they transition from situational assessment to job development to on the job training.

1991 - 1993

VOCATIONAL COUNSELOR - ABC CORPORATION

- Developed a program to work with students and increase their interest in higher learning.
- Planned lesson, implemented, monitored and assessed the classroom with an instructional program which was consistent with the Pa School District regulations and Board of Education goals.
- Organized grades records to increase reference speed.
- Fostered a meaningful relationship among student through student field trips, team work and community service projects Encouraged critical thinking through various lesson plans that were student centered on their interpersonal skills, effective time management, soft employability skills, and creative imagination simulations.
- Re certification through the PA Academic and Career/Technical Training Alliance (PACTT) 3 consecutive years Oct 2013, 2014, 2015 Won a 5000 grant in 2014 from PA state for winning an essay contest which was applied directly to my program.
- Created a culinary/study program that allowed students to become serve safe certified, get hands on experience by working on the kitchen crew.
- Skills Used managing classroom with a diverse population creating a positive

learning environment strong collaborator by having strong interpersonal skill
teaching and tutoring effective time management.

EDUCATION

CERTIFICATE-MASTER - 2000(GEORGE MASON UNIVERSITY FAIRFAX - Fairfax, VA)

SKILLS

Microsoft.