

Robert Smith

Family Service Advocate/Specialist

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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SKILLS

Bilingual (English
& Spanish. Basic
Computer And Typing ,
Data Entry, Fast Learner,
Certified In Cpr And First
Aid.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

PERSONAL STATEMENT

To obtain a position where professional experiences and managerial skills will contribute to the overall effectiveness of an organization as well as expanding professional development in the Social Services and Early Childhood field.

WORK EXPERIENCE

Family Service Advocate/Specialist

ABC Corporation - April 2007 - August 2013

Responsibilities:

- Determined this by using poverty guidelines and reviewing income for the past 12 months.
- Assisted families with goals by obtaining resources in the local community.
- Assisted families with safety, health, and well-being of their children.
- Made appointments as needed for dentals, physicals, and immunizations.
- Assisted and conducted parent meetings and activities.
- Helped supervisor, teachers, and bus drivers with daily transportation for each child.
- Assisted with the implementation and completion of the parent community family engagement (pcfe) goals.

Family Service Advocate

Delta Corporation - 2003 - 2007

Responsibilities:

- Able to comply with the clients confidentiality policy Provide administrative assistance and support to one or more functional areas (Education, .
- Recruit families, bus drivers and teaching staff Register families & enter all information accurately into data base Monitor files to ensure that .
- Provide information and needed trainings for parents.
- Work closely with parents to set and achieve goals.
- Work closely with CDA concerning children with disabilities, staff and bus routes Work with LEAs and ECI Purchasing, accounts payable, time sheets &.
- Managed a caseload of 50 families between two different Head Start Centers in the city of Wilmington.
- Advocated for parents at Individualized Education Program Meetings with school officials.

Education

Diploma in Basic education - 1990(Portales High School - Portales, NM)

