

# DOMINICK DUFNER

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## PROGRAMMING SKILLS

Programming Languages	Software
Python	Visual Studio Code 2
SQL	Visual Studio 2018
C#/ASP.NET	Microsoft Office

## GENERAL WORK SKILLS

- Developing, writing, and reviewing client centered plans, progress reports, logs to document services.
- 7 years experience supervising staff, including training them, addressing performance issues, and praising them for their strengths and accomplishments.
- Working independently to meet goals and deadlines, problem solving issues as they come up, and being flexible when priorities change.

## PROJECT EXPERIENCE

### GoTrainer

- Capstone project being developed using C#/ ASP. NET Framework.
- Open source web application used to create customizable training programs.

### Independent Living Advocate Training Program

- Took initiative to create training program for direct care staff after observing a lack of clear lack of protocol for this.
- Created early version of training program with input from peers to cover topics and common issues that needed to be trained on with new staff.
- Developed checklist based system that used on the job training to develop skills when new staff trained with experienced staff.

## WORK EXPERIENCE

### Easter Seals Midwest: Independent Living Manager October 2013 to Current

- Managing supports for 40-50 clients with disabilities and supervising the 5-7 staff who directly worked with them.
- Communicating promptly, positively, and professionally with clients, support staff, co-workers, client family members, guardians, and staff from other agencies in person, over the phone, and via email.
- Problem solving and adjusting to sudden changes, such as staffing shortages, changes in funding streams, and overall changes in company structure.

Boone County Family Resources: Client Services Coordinator I - October 2011 to August 2013

- Developing day-to-day client plans of a 24/7 group home of 8 individuals with disabilities and monitoring their success to ensure supports are being carried out effectively.
- Interviewing, hiring, training, scheduling, and supervising the direct care staff for a group home serving individuals who have developmental disabilities.
- Providing on-call support for direct care staff on a regularly scheduled basis.

Boone County Family Resources: Teacher Counselor - December 2006 to October 2011

- Responsible for providing direct care and supervision for individuals with developmental disabilities in a 24/7 supervision setting.
- Documenting information in daily logs and completing monthly reviews and annual assessments.
- Reporting concerns and issues as they arise.

**EDUCATION**

- Hermann High School August 1998 to May 2002 - High School Diploma
- University of Missouri, Columbia, August 2002 through May 2006 - BA with a major in Sociology and a minor in Anthropology
- Launch Code LC101 Education Course, Summer 2018, Certificate of Achievement
- Launch Code Liftoff, Winter 2019