

Aldo R. Ibuado

CONTACT INFORMATION

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CORE STRENGTHS

Works Well in a Team or Independently
Excellent Communication skills (verbal/written)
Able to quickly learn new skills and procedures
Responds well to deadlines and change
Finishes Reports accurately and in a Timely Manner
Works Well Under Pressure

Experience in Advocating for Clients
Relationship Building Approach
Strong organizational skills
Research and intelligence gathering
Extremely detail oriented
Excellent Documentation Skills

HIGHLIGHTS OF PROFESSIONAL EXPERIENCE

Inland Regional Center

San Bernardino, CA 10/27/2014 till Present

Consumer Service Coordinator:

- Maintain contact with client's families as required.
- Presently manage 72 clients on my caseload.
- Prepare monthly reports for the 72 files under my caseload which detail client's progress, services they have in place, and what services families are requesting.
- Evaluate client progress and plan as identified in the Individualized Program Plan (IPP) on an ongoing basis.
- Seek out and effectively utilize generic resources on behalf of the clients and make appropriate recommendations. Providing information and referral services.
- Advocating for services to the Program Manager on behalf of the families.
- Completing Special Incident Reports on a timely basis. Informing representatives of other programs/agencies as appropriate.
- Coordinate, implement and update the CDER, Annual Review and IPP process.
- Coordinating the services and supports available to clients as outlined in the Lanterman Developmental Disabilities Services Act.
- Prepare and present case for Compliance Review, Eligibility Review and other administrative case reviews.
- Provide recommendations on a case by case basis regarding a wide array of possible situations in order for management and directors to make final determinations.

INTEGRATED LIFE CHOICES

Lincoln, Nebraska 11/2013-08/2014

Care Management Professional:

- Managed care and progress for 3 mentally disabled clients in a group home setting
- Ensured clients learned essential life skills such as doing laundry, cooking, and other household chores. Also assisted in teaching social skills and job skills.
- Facilitated work/social and educational opportunities for my clients
- Assisted clients and provided appropriate input in helping them determine their personal life goals
- Responsible for completing important client documentation such as SIRs, P&I money log, daily notes, and medicine logs.
- Audited client file to ensure that they were up to state standards
- Provided families and clients with important information on available community resources
- Client transportation to and from work, school, appointments, and outings.
- Provided families with resources and information that was relative to clients needs.

TJ MAXX:

Lincoln, Nebraska 04/2013 to 08/2014

Merchandising Associate: Provided excellent customer service by interacting with the customer at the cash register, in the fitting rooms, and on the floor.

EDUCATION/TRAINING/CERTIFICATIONS

B.S. Degree: Psychology, 2012, Union College, Nebraska

CAREER OBJECTIVE: To grow, gain experience in the field of Psychology and be able to help clients improve their quality of life by teaching skills and helping with their development. Help my clients by putting the skills, knowledge and experience I have to good use.

PROFESSIONAL SUMMARY: Enthusiastic individual with a Bachelor's of Science degree from a state accredited school. Have experience working with the delayed population as a Direct Support Professional. Effective problem-solving skills and have analytic skills. I am very effective with working with a team or independently. Highly motivated to get tasks done and do what I must to achieve my goals. Quick learner and use to working in a fast-paced environment.