

Shawanda Hurt

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Authorized to work in the US for any employer

WORK EXPERIENCE

Family Advocate

CDI Head Start - Farmville, VA - August 2013 to Present

Responsibilities:

This position supports and assists families as they identify and meet their own goals through a family-centered case management model for developing and carrying out the program Family Partnership Agreement including responsibility for child files, enrollment/applications etc. This position also assist with the completion of the child health requirements and other health requirements, screenings, and assessments. This position supports the large system of social services coordinated by Head Start/Early Head Start, thereby supporting goals of the program. The position also involves reassignment of caseload and/or center location as deemed necessary for program operation. Currently within this position I manage three sites in two different counties with an estimate of 50-60 children in my case load at any given time. Though the essential job functions of a family advocate is Program Development/Planning, Program Implementation, Record Keeping,& Supervisory Responsibilities.

Accomplishments

As a Family Advocate I have been able to make a difference in not only the lives of the children that we provide service to but the family as a whole, educating, informing, and actively working with them to strive for better in their family life, education, and jobs.

Skills Used:

Within this job I was able to demonstrate my knowledge by principles and practices of social work and human behavior. My sense of ability to establish and maintain effective working relationships with staff, children, parents, outside agencies and the public. Along with the ability to use computer and data entry functions, Child Plus Programs, and to keep all information strictly confidential. I display very professional language skills that allow me to communicate ideas and instructions orally and in writing. On several occasions I displayed my reasoning skills by defining problems, collecting data, establishing facts and drawing valid conclusions. I project professionalism in conducting daily activities, exhibit patience and tact when communicating with others.

Paraprofessional for Special Education(Instructional Assistant)

Lunenburg Public School - Victoria, VA - August 2009 to August 2013

Responsibilities:

Special education paraprofessionals assist students with special needs under the direction of a certified teacher. As a paraprofessional for special education I was able to assist the teacher in general daily classroom activities, help special needs students, and care for their physical,emotional health and safety,affirming their abilities, and strive to promote dignity in all relationships.

Accomplishments:

As a Paraprofessional for Special Education I have been able to work with various students with disabilities ranging from ADHD,Down Syndrome,Autism, and etc. Allowing me to gain a sence of compassion and

understanding for those facing special needs and assist them in learning how to be independent and uplifting citizens within their communities.

Skills Used:

I was able to perform multiple, non technical tasks with the ability to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job including but not limited to appropriate verbal & written language skills, ability to follow verbal & written instructions, and good interpersonal skills.

Personal Care Assistants

Home Aid/ Home Recovery - Blackstone, VA - February 2008 to August 2011

Responsibilities:

As a Personal Care Assistant I was able to offer aide services to the disabled, elderly and mentally challenged. I worked in the patients home and helped my clients with daily activities, such as bathing and bathroom functions, feeding, grooming, taking medication, and some housework. I helped my clients make and keep appointments with doctors, provide or arrange transportation, make and serve meals, make sure they take their medicine and serve as a companion for my clients.

Accomplishments:

As a Personal Care Assistant I was able to successfully manage some of the most demanding task with a since of patience and respect for the clients I cared for. I displayed a since of confidence, reliability, and understanding with total dedication to each of my clients care. In turn giving me the knowledge, training, and work experience to provide opportunities for personal and professional growth.

Skills Used:

Throughout this job I used role enhanced and organizational skills as well as the ability to multi-task accurately under sometimes pressurized conditions. I assisted the client and their families in maintaining a clean, safe, and comfortable environment. As well as throughout all situations I was able to maintain confidentiality and high quality patient care at all times.

Office Assistant

J & B Transportation Inc. - Keysville, VA - June 2004 to June 2010

Responsibilities:

When working as a Office Assistant I provided administrative, secretarial and clerical support to others in the office to maintain an efficient office environment.

Accomplishments: I learned the importance of being a team worker. That helped me to gain excellent communication skills, high level customer service experience and a passion for getting results.

Skills Used: With working as a Office assistance I gained computer knowledge, organizational abilities, business intelligence and database program use experience. I realized the importance of maintaining a high degree of attention to detail. My ability to stay energetic and flexible helped me to provide efficient and professional administrative support to other office members. As well as I was also able to learn how to deal with constant interruptions and spend long hours doing mundane tasks that require a high level of concentration.

Substitute Teacher Grades K-12

Lunenburg Public School - Victoria, VA - February 2008 to August 2009

Responsibilities:

As a Substitute teacher I instructed students in the absence of their regularly appointed teachers. I followed the lesson plans of the regular teachers and strive to maintain normal classroom procedures and discipline procedures.

Accomplishments: Within this role of being a educator I found that I was able to have a positive impact on the education and lives of young people of all ages, races, and nationalities. In turn making me more open to the ideas and views of others.

Skills Used: While assuming the role as a substitute teacher, I am able to bring flexibility and versatility to my work, with the ability to pick up material from anywhere and motivate classes towards success. Also It allows me to adapt to my surroundings and the criteria being taught fairly quickly.

EDUCATION

High School Diploma in General Studies

Central Senior High School - Victoria, VA

January 2000 to January 2004

Associates in Arts and Science / General Studies in Human Services

Southside Community College - Keysville, VA

2013

SKILLS

I am a hard worker who is willing to learn new things. I am very dependable when it comes to getting the job done. I am honest, loyal, and goal oriented. So whatever I put my mind to I will accomplish. I have also been known to be a team player with good communication skills that are clearly displayed within my work environment.

CERTIFICATIONS

Personal Care Certified

February 2008 to Present

Associates Degree in Arts and Science with Specialization in Human Services

May 2013 to Present

First Aid & CPR Certified

AI's Pals Certified

GROUPS

Mentor Sponsor for Central High School and Middle School

August 2009 to Present

National Honor Society/ Phi Theta Kappa

November 2012 to Present

ADDITIONAL INFORMATION

CHARITY WORK/TRAININGS

*After School Enrichment Tutor

* American Red Cross Blood Donor

*Mentoring Club Leader & Sponsor for Central High School

*Volunteer Babysitter

*Loyal Donator to Goodwill

*Workshops and training in working with children with Autism, Down Syndrome, and ADHD

*Vocational Bible School Teacher

(All documentation can be provided upon request)