
Max Sigmon

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OBJECTIVE

Experienced logistics manager looking to apply and expand my skills in project and operations management.

EXPERIENCE

The Hope Source Inc., Indianapolis, IN

Logistics Manager

July 2018 - October 2020

- Manages and adapts daily schedule for over 90 staff members to accommodate for call-ins and to ensure client and staffing needs are met by daily arrival time of clients.
- Facilitates logistical adaptation of staffing assignments during a 65% increase in client attendance by creating clear and organized schedules that maximize billing potential.
- Verifies and submits weekly billing data from 115 individual clients to insurance companies for reimbursement.
- Manages and tracks employee absence and leave to ensure that all operations can continue to meet the needs of the clients.

Team Lead

June 2014-July 2018

- Managed a team of 15 behavioral therapists to meet data-driven client intervention goals.
- Collected monthly data for clinical staff to interpret and monitor client progress and used that data to provide feedback to the behavioral therapists to improve job performance.
- Obtained certification in crisis intervention to be able to safely and effectively assist in de-escalation of client behaviors.
- Organized events, such as team scavenger hunts, that created and improved camaraderie among team members and facilitated self-care techniques to avoid burnout.

Behavioral Therapist

January 2012-June 2014

- Provided data-driven Applied Behavior Analysis intervention to children with Autism Spectrum Disorder.
- Collaborated with senior staff and families on therapy curriculum to ensure a child-centered approach.
- Created learning environments that fostered safety and proactive approaches to decrease maladaptive behaviors.

EDUCATION

University of South Carolina-Beaufort, Bluffton, SC - *Bachelor of Arts Psychology*

2007 – 2011
