
Max Sigmon

231 Pearl St. Pendleton, IN 46064 | (843)-384-4213 | max.sigmon@yahoo.com

EXPERIENCE

The Hope Source Inc., Indianapolis, IN

Logistics Manager

July 2018 - PRESENT

- Manages daily schedule on Microsoft Office Suite for over 90 staff members to ensure client and staffing needs are met.
- Adapts to a fast paced and dynamic environment to problem solve daily scheduling and logistical challenges.
- Accounts for employee attendance and paid time off to make certain all clients are receiving adequate services.
- Verifies and submits all billing data from behavior therapists and clinical staff to insurance companies for reimbursement.
- Collaborates with others to create and optimize current methods of scheduling, billing, and attendance.

Team Coordinator

June 2014-July 2018

- Mentored behavioral therapists by providing feedback on ways they could improve their responsibilities and job performance.
- Obtained certification in crisis intervention to be able to safely and effectively assist in de-escalation of client behaviors.
- Organized events to create and improve camaraderie among team members.

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 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
