**Name**

**Address**

**Email**

**Phone**

**OBJECTIVE**

To use my skills and abilities to help others.

**WORK EXPERIENCE**

|  |  |
| --- | --- |
| **school district**, Pa  *Food service* | **10/2009 - 08/2010** |

Made lunches for the district children and staff.

|  |  |
| --- | --- |
| **Home care solutions**, Pa  *manager/supervisor/ nurses aide* | **06/2002 - 03/2009** |

Nurse’s aide for first 2 years then went to supervisor of Butler County then office manager. Which included basic payroll, customer service, schedules, employee hiring, employee training, seminars, CPR, / first aid. Making sure all staff were following regulations and all clients had all their services provided for.

**County Children’s Rehab11/1991-2/1993**

**Central Maintenance  05/2011-07/2011**

**Disabilities Options network 02/2009-07/2010**

Peer support, On call worker for Butler County. Take client to community outings, support in their homes and for their families.

**Private Duty**

Private duty care of a disabled Veteran, wheel chair bound. Bowel therapy, medication administration, Doctor appointments, All aspects of running his house. Bill paying, Handling all household affairs with him. Worked with the VA to help make sure all health care needs were met. **04/2004-02/2009**

**Human Services** Pa **01/2012**

**EDUCATION**

|  |  |
| --- | --- |
| **College**  Criminal Justice, GPA: 3.33 | 2008 - 2010 |

Started out with Criminal justice and decided Id be a better help to society if I went a different direction.  
  
I received in summer term of 2010 a certificate for being on the Deans list.

|  |  |
| --- | --- |
| **University**  Psychology, GPA: 3.37    BA Psychology will be 2012 | 2010 - Present |

**SKILLS**

Word, excel, power point  
management skills  
basic payroll  
writing reports  
editing reports  
customer service

Office cleaning

Positive approaches

dpw medication training

Communication training

Continuing support training

Mental retardation training

CPR

Act 33/34 and FBI clearances

Extensive knowledge of how ISP are made

IEP . Community supports. Extensive knowledge of ISPT meetings

Extensive knowledge of Bipolar disorder/ depressive disorders and therapies

Extensive knowledge of addictions and therapies

Extensive knowledge working with individuals with learning disabilities.

Involved with the Butler County Autism Society, also a member of the organization.