

# Aaron Rehlinger

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## Work Experience

### Options Residential, Inc. | Burnsville, MN

- **Quality Compliance Specialist**
  - Conduct systematic assessments of compliance, performance and outcomes for multiple group home locations, produce visual presentations of data collected for management teams, provide solutions for quality improvement. Manage documentation of training and employment for the organization using self-developed tracking and organization systems. Work directly with vulnerable adults and employees at all levels of the organization.
  - 01/2016-Present
- **Program Manager**
  - Created person-centered treatment programming for adults with TBI, mental illness and substance abuse issues. Managed Site Supervisors for three residential adult foster care facilities simultaneously and coordinated accomplishment of treatment goals. Trained supervisory employees on management skills. Worked directly with vulnerable adults and client support teams, trained employees in the Site Supervisor position.
  - 09/2015-01/2016
- **Site Supervisor**
  - Managed Direct Support Professional teams in multiple residential adult foster care facilities, administered medications, coordinated outings and appointments, worked directly with vulnerable adults and client support teams, trained staff persons in the Direct Support Professional position.
  - 12/2011 – 09/2015
- **Direct Support Professional**
  - Assisted adults with TBI, mental illness and substance abuse issues in daily activities, administered medications, coordinated outings and appointments, maintained clean and safe environment for residents.
  - 09/2011 – 12/2011

### Previous Experience

- **University of Wisconsin-Stout Psychology Student Center, Tutor**
  - Tutored college students in various areas of Psychology, administered exams, provided assistance with career planning, maintained center's website.
  - Menomonie, WI | 01/2010 – 05/2011
- **Automated Products, Inc., Feeder/Forklift Operator**
  - Operated forklift and fed lumber into sawing line of a roof-building factory.
  - Marshfield, WI | 06/2008 – 08/2008
- **YMCA Kids Korner, Childcare Assistant**
  - Supervised school-age children in a daycare center, led activities.
  - Marshfield, WI | 09/2005 – 08/2007

## Education

### University of Wisconsin-Stout | Menomonie, WI

- **B.A. in Psychology, Minors in Cognitive Neuroscience and Spanish**
  - Graduation Date May 2011

<p><b><i>Skills</i></b></p>	<p><b>Software</b></p> <ul style="list-style-type: none"> <li>• Experienced with Windows and OSX operating systems</li> <li>• Experienced in Microsoft Office Suite, heavy experience with Microsoft Excel</li> <li>• Proficient in Adobe Photoshop CS4</li> <li>• Proficient in HTML coding</li> </ul> <p><b>Professional Skills</b></p> <ul style="list-style-type: none"> <li>• Experienced in training employees at multiple levels of an organization</li> <li>• Highly organized and systematic</li> <li>• Self-motivated and able to adapt to changes in workload</li> <li>• Proficient in Spanish</li> </ul>
<p><b><i>Professional Development/Honors</i></b></p>	<p><b>Academic Achievements and Development</b></p> <ul style="list-style-type: none"> <li>• UW-Stout Chancellor's Award for Outstanding Academic Achievement, <i>2007-2011</i></li> <li>• Member of UW-Stout Academic Honor Society, <i>2008-2009</i></li> <li>• <b>C-NERVE, 2007-2011</b> <ul style="list-style-type: none"> <li>○ Extra-curricular student group which conducted research experiments in Cognitive Neuroscience and related fields, presented findings at conferences and published in peer-reviewed journals</li> </ul> </li> <li>• <b>Psi Chi, National Honor Society for Psychology, 2009-Present</b> <ul style="list-style-type: none"> <li>○ Historian for UW-Stout Chapter, <i>2010-2011</i></li> </ul> </li> <li>• <b>UW-Stout Psychology Club, 2008-2011</b> <ul style="list-style-type: none"> <li>○ President, <i>2010-2011</i></li> <li>○ Vice President, <i>2009-2010</i></li> </ul> </li> </ul>
<p><b><i>Volunteer Work</i></b></p>	<p><b>Hannah Center</b></p> <ul style="list-style-type: none"> <li>• Stockpiled and labeled food, moved heavy items, any job required</li> <li>• <i>Marshfield, WI   01/2011-09/2011</i></li> </ul> <p><b>Habitat for Humanity</b></p> <ul style="list-style-type: none"> <li>• Volunteer Member</li> <li>• Minneapolis, MN   2017-Present</li> </ul>
<p><b><i>References</i></b></p>	<p><b>James Hammill</b></p> <p>Options Residential, Inc.   Director of Residential Services 952-562-5010   jhammill@optionsminnesota.com</p> <p><b>Beau Jeffrey</b></p> <p>Options Residential, Inc.   Associate Director of Residential Services 952-562-5020   bjeffrey@optionsminnesota.com</p> <p><b>Jackie Reiter</b></p> <p>Options Residential, Inc.   Associate Director of Residential Services 952-562-5011   jreiter@optionsminnesota.com</p>