**Lisa Evans**  
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Professional Profile

Skills Summary

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| * Expert in crisis analysis and intervention * Proficient in Networking, providing Strength Based Support, and Team Building * Experience in Medication Administration * Experience in clerical and admin including Microsoft Office and QuickBooks * Expert in CPR, First Aid, Emergency Preparedness, and Fire Drills | * Expert in serving a diverse group of consumers * In-depth knowledge of state policies * Excellent communication and interpersonal skills * Thrives under pressure, meets deadlines, and always receives excellent audit results * Clear background check and easily pass all mandated training |

Professional Experience

Resources for Human Development 2003-present

Philadelphia, Pa

* *Direct Support Professional*

*2003-2008*

*2011-2016; Heart Services*

*2017-Present; Shining Through Direct Services*

* Provide quality care to program participants
* Flexible and supportive individual during weather emergencies, crises, and staff shortages
* Attends team meetings, provider appointments, and court hearings to support and advocate for individual
* Assists participants with their daily living needs
* Assists participants with their personal hygiene care
* Assesses the training needs; make recommendations and suggestions for individual staff training
* Schedules medical appointments for consumers, and provides transportation for the appointments
* Document consumers progress notes and other necessary documentation
* Crisis intervention, medication monitoring and administration
* Assists with achievement of individual client goals, and objectives and guidelines of ISP
* Ensures individuals maintains compliance per state regulations and program policies
* Assists participants in the development and maintenance of appropriate behavioral, social, money management, housekeeping, hygiene, and other skills necessary to reach their highest level of potential
* Completes and updates all daily, weekly and monthly records, reports and logs in an accurate, timely, and professional manner
* Transports individuals in personal and/or company vehicle for community outings or scheduled appointments
* Ensures individuals' health, safety and welfare, enhances the quality of individuals' lives, and supports community inclusion
* Acknowledges and supports individual’s social accomplishments, birthday, and religious practices

Providence Corporation 2016-2017

Philadelphia, Pa

* *Direct Support Professional*
* Supervised individuals with their Activities of Daily Life
* Administered daily medications
* Attended team meetings, provider appointments, and court hearings to support and advocate for individual
* Assisted with day-by-day operations of the residence accordance with regulatory requirements, agency policy and quality program standards
* Worked to improve, enrich and respect the lives of individuals with developmental, physical, and mental disabilities
* Mentored, coached, and emphasized behavioral management to residents with developmental disabilities
* Completed mandated training within appropriate timeframes
* Flexible and supportive individual during weather emergencies, crises, and staff shortages
* Assisted residents with personal living and daily care activities in their home and community and provided direct supervision to the individuals.
* Trained in providing medication to residents
* Participated in training and ongoing learning

CASMIR CARES INC 2008-2011

Philadelphia, Pa

* *Social Services Assistant*
* Assisted developmentally disabled clients with daily responsibilities.
* Tracked and helped administer prescribed medications.
* Maintained a clean and safe living environment for clients
* Assisted with Community Engagement
* Assisted residents with personal living and daily care activities in their home and community and provided direct supervision to the individuals
* Trained in providing medication to residents, as well as various other mandated training within appropriate timeframes
* Scheduled medical appointments for participants, and provides transportation for the appointments
* Documented individuals progress notes and other necessary documentation
* Tracked and helped administer prescribed medications
* Maintained a clean and safe living environment for participants
* Participated in training and ongoing learning

Accomplishments/Activities

* **Co-Owner and Founder of WCS Tags**
  + Successful automotive tag business since 2016

Collingdale, Pa

Education

* **Murrell Dobbins Career & Technical Education High School**

Philadelphia, Pa

Graduated in 2003, High School Diploma

* **Delaware County Community College**

Media, Pa

Expected Graduation in 2019, Studies in Applied Sciences and Social Work

Currently attending; 44 credits

*References Available Upon Request*