

Neshaun Grady

3682 Lacebark Drive
Indianapolis, IN 46235

(317)918-6398

nlgrady@iu.edu

Education

Master's in Social Work

Indiana University-Purdue University-Indianapolis - Indianapolis,
IN June 2018 to July 2021

Technical Certificate in Human Services

Ivy Tech Community College - Indianapolis, IN
August 2017 to May 2018

Bachelor's in Psychology

Indiana University-Purdue University-Indianapolis - Indianapolis, IN
2014 to 2017

Diploma

Warren Central High School Indianapolis - Indianapolis, IN
August 2008 to June 2012

Social Work Experience

Home-based Caseworker/Visitation Facilitator

Journey Support Services - Indianapolis, IN

October 2018-Present

- Work with the clients within a home-based environment and provide assessments
- Provide limited supportive counseling service to clients diagnosed with severe emotional disturbances under supervision
- Work with youth ages 6-18 who issues with regulating behaviors and have current IEP's that classify them as Social/emotional handicapped.
- Ensures visit with parent(s) is appropriate and the child is protected
- Coordinates visitation schedule with involved parties

- Maintain accurate, timely records as well as submit those detailed records and reports in a timely manner

Life Skills Clinician

Community Health Network - Indianapolis, IN

August 2017 to September 2018

- Monitors and provides mental health and chemical dependency education/training services to youth with severe emotional disturbances and their families
- Provide skill building to youth who have DSM V diagnosis of conduct disorder, adjustment disorder, depression and anxiety.
- Work with high school-aged youth who issues with regulating behaviors and have current IEP's that classify them as Social/emotional handicapped.
- Conducts strength-based assessment skills effectively, incorporating communication, listening, and interviewing techniques.
- Develops and reviews treatment plan for assigned clients according to hospital policy and procedures.

Behavioral Clinician

Meridian Health Services – Indianapolis, IN

May 2017 to August 2017

- Interview, counsel, and provide resolution for clients in crisis involving social, emotional, financial, marital, health, or other problems
- Case Management Services - evaluation, preparation, and implementation of case management plans
- Maintain working relationships and act as a liaison for client with medical staff and staff of agencies and institutions, homes, and facilities
- Encourage and assist clients toward independent living and a sense of self-esteem
- Work with youth ages 6-18 who issues with regulating behaviors and have current IEP's that classify them as Social/emotional handicapped.
- Provide skills and developmental training for clients with severe emotional disturbances
- Prepare and maintain written case records, reports and forms, including case follow-up and closing

Work Experience

Caregiver

Home Instead Senior Care - Indianapolis, IN

December 2016 to May 2017

- Provide companionship and conversation

- Building functional skills with person with mental and intellectual disabilities, including severe emotional disturbances
- Provide skill building to youth who have DSM V diagnosis of conduct disorder, adjustment disorder, and anxiety
- Convey medication and appointment reminders
- Assist with toileting, bathing, dressing and grooming
- Transport clients to errands or doctor appointments
- Engage in effective social communication

Travel Coordinator

Hhgregg - Indianapolis, IN

January 2016 to May 2017

- Organize delivery routes for the following day
- Assist with customer time needs
- Communicate with the store managers, and associates
- Ensure effectiveness in routing
- Regulating delivery, and routes

Data Entry Specialist

Interactions - Indianapolis, IN

August 2015 to October 2015

- Input customer information into computer
- Listen to different calls, and interpret information
- Read transcripts, and interpret information
- Sort customer information

Home Health Aide

Companion Care Company - Indianapolis, IN

February 2015 to August 2015

- Assist Client with every day needs
- Transport client to appropriate destinations
- Maintain cleanliness in client's home
- Assist in medication preparation if needed
- Monitor client's health levels when needed

Night Auditor

JW Marriott - Indianapolis, IN

October 2014 to January 2015

- Answer phone calls in a timely manner and handle guests' needs
- Assist guests with Check In

- Deliver items to guest when needed
- Complete and file required paperwork for the night
- Organize guests' information

Auto Travel Counselor

AAA Hoosier Motor Club - Indianapolis, IN

February 2014 to August 2014

- Handle membership accounts
- Assist members with auto travel needs
- Answer incoming calls and address member's questions and concerns
- Sell travel store items
- Create trip routings for members
- Sell memberships

Valet Attendant

Towne Park Ltd - Washington, DC

September 2013 to December 2013

- Greet customers upon arrival.
- Assist customers with luggage
- Provide directions to customers when needed
- Provide excellent customer service
- Safely drive and park guests' vehicles.

Production Worker

University Loft - Greenfield, IN

May 2013 to August 2013

- Obtained customers' orders along with their name, billing address and additional information needed to complete their order
- Assembled furniture such as desks, tables, chairs, etc.
- Painted furniture
- Cleaned up work area
- Sending customer orders

Order Processor

FINISH LINE DISTRIBUTION CENTER -

Indianapolis, IN June 2012 to August 2012

- Obtain customers' names, addresses, and billing information, product numbers, and specifications of items to be purchased, and enter this information on order forms.
- Verify customer and order information for correctness, checking it against previously obtained information as necessary.

- Direct specified departments or units to prepare and ship orders to designated locations.
- Check inventory records to determine availability of requested merchandise.
- Review orders for completeness according to reporting procedures and forward incomplete orders for further processing.

Sales Associate

FOREVER - Indianapolis, IN

March 2012 to August 2012

- Greet customers and ascertain what each customer wants or needs.
- Compute sales prices, total purchases and receive and process cash or credit payment.
- Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
- Exchange merchandise for customers and accept returns.
- Clean shelves, counters, and tables.
- Help customers try on or fit merchandise.

Sales Associate

HOLLISTER CO - Indianapolis, IN

June 2011 to November 2011

- Greet customers and ascertain what each customer wants or needs.
- Recommend, select, and help locate or obtain merchandise based on customer needs and desires.
- Compute sales prices, total purchases and receive and process cash or credit payment.
- Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
- Inventory stock and requisition new stock.

U.S. House of Representative Page

UNITED STATES HOUSE OF REPRESENTATIVES -

Washington, DC January 2011 to June 2011

- Answer phones and take Congressmen requests
- Delivered important government documents to appropriate places
- Counted the number of votes for each bill and reported the numbers
- Worked on special requests while the House of Representatives was in session

Certifications/Licenses

CPR/First Aid

Drivers License

First Aid Certification
Additional Information

SKILLS

- Effective problem solver
- Proficient in Microsoft Office
- Works well in team/individual environments
- Excellent oral and written skills
- Customer service oriented