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| wendy White11915 NE 111th Circle, Vancouver, WA 98682 · 503.757.7039rubylea7@yahoo.com |
| SkillsWell organized, capable of multi-tasking. leadership qualities, self-motivated as well as the ability to motivate others. Excellent peer relations in any situation in a diverse work environment with children and adults. Outgoing with positive reinforcement hands on teaching. Person-Centered approach helping each individual I support to achieve their wishes, dreams and desires leading to optimal health and happiness.  |

# Employment

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| 2017-Presentdirect support professional, pass, parents for alternate support solutionsPlanning day trips and activities for adults with disabilitiesAiding individuals with their toiletry needs and changing of clothing if needed Assist individual with eating and maintain records of diet and allergiesFoster individual’s social involvement by going to activities in the communityWork with clients to develop life skillsSupport individuals one on one or in a group settingLead activities such as board games, craft and gardening projects, reading and dance partiesMaintain confidentiality regarding individuals and their familiesCommunity inclusion specialistPerson centered outings that include; shopping, bowling, library, parks and moviesTraining in OIS with high needs individualsVoted best hugger 7 months in a rowFocus on participant strengths and assist participants in discovering and coordinating meaningful activitiesStrong interpersonal skills and ability to build individualized client relationshipsVery punctual as well as able to work as part of a team and individually |
| 2014-2019direct support lead, danville servicesDirect support services benefiting of individuals with disabilitiesScheduling and maintaining appointments with doctors and special activitiesExtensive phone and computer work with a broad customer base Participated in social activities, plan and participated in daily leisure activities Accomplish essential activities of medication, domestic chores, grocery shopping, banking and meal preparationOnline documentation for on-going chart notes, medical and medication administration recordsTrained new employees as well as supervise themCommunicate with family members about individuals progressCreate educational plans based on the individuals needsDriving a lift bus transporting 8 to 10 individuals Excellent communication skillsAble to learn new tasks, programs and procedures quicklyKnowledgeable about web basics (social media, search, Google, etc.)2005-2011Program manager, human resource recruiter & direct support, good shepherd communitiesPublish open positions, screen/reviewed applicants and interviewed new employeesPosted and maintained employment adsWas tasked with substantial office duties Maintain employee files and reportsTrained employees on policies and proceduresWorked hands on with individuals with disabilities with all their daily needsProvided medication to patients as well as aided them to appointmentsCooked and cleaned for individuals in their assisted living homesCoordinated and assisted with individual with group outings Worked heavily with Microsoft Collaborated with case managers and outside providers to ensure individual’s full spectrum needs are addressedDisplay strong conflict resolution skills and assist in de-escalating crisisDetailed oriented with strong organizational skills and the ability to multitaskAble to multi-task and manage short and long term deadlinesAccountable, organized, positive, team player, and solution-oriented1998-2005Home department supervisor, home electronics pc, human resources, kroger – fred meyerTrained over 500 employeesNew employee on boarding and orientation, along with all new hire paperworkBackground checks and completion of 100% employee implementationEnsured all Policies and Procedures are being followedEnsure reviews were completed on time, as well as track and validate the training processProvided support to other departments such as; Payroll, Accounts Payable and InventoryEffectively communicate with personnel at all levels of the organizationProfessional with excellent customer service skills and familiarity with the demands of the general populationAbility to work within a collaborative team and willingness to participate in wrap around meetingsKnowledge of basic office functionsDemonstrate effective communication skills by conveying necessary information accurately and effectively both orally and in writingSchedule and set-up for meetings and groupsFile and maintain HR recordsAssist billing department in creating invoices and other tasks as assignedMaintain discharge client spreadsheetAssist clinical, operations and billing team manage group rosters and scheduled absences |

# Education

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| Sandy Union High School; majoring in Early Childhood Development and Special Needs Food Safety Serve Safe Certified Certified Nursing AssistantCPR and First Aide CertificationOIS CertificationNumerous hours of Human Resource related certificates |