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| wendy White  11915 NE 111th Circle, Vancouver, WA 98682 · 503.757.7039  rubylea7@yahoo.com |
| Skills Well 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 solutions Planning day trips and activities for adults with disabilities  Aiding individuals with their toiletry needs and changing of clothing if needed  Assist individual with eating and maintain records of diet and allergies  Foster individual’s social involvement by going to activities in the community  Work with clients to develop life skills  Support individuals one on one or in a group setting  Lead activities such as board games, craft and gardening projects, reading and dance parties  Maintain confidentiality regarding individuals and their families  Community inclusion specialist  Person centered outings that include; shopping, bowling, library, parks and movies  Training in OIS with high needs individuals  Voted best hugger 7 months in a row  Focus on participant strengths and assist participants in discovering and coordinating meaningful activities  Strong interpersonal skills and ability to build individualized client relationships  Very punctual as well as able to work as part of a team and individually |
| 2014-2019direct support lead, danville services Direct support services benefiting of individuals with disabilities  Scheduling and maintaining appointments with doctors and special activities  Extensive 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 preparation  Online documentation for on-going chart notes, medical and medication administration records  Trained new employees as well as supervise them  Communicate with family members about individuals progress  Create educational plans based on the individuals needs  Driving a lift bus transporting 8 to 10 individuals  Excellent communication skills  Able to learn new tasks, programs and procedures quickly  Knowledgeable about web basics (social media, search, Google, etc.) 2005-2011Program manager, human resource recruiter & direct support, good shepherd communities Publish open positions, screen/reviewed applicants and interviewed new employees  Posted and maintained employment ads  Was tasked with substantial office duties  Maintain employee files and reports  Trained employees on policies and procedures  Worked hands on with individuals with disabilities with all their daily needs  Provided medication to patients as well as aided them to appointments  Cooked and cleaned for individuals in their assisted living homes  Coordinated 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 addressed  Display strong conflict resolution skills and assist in de-escalating crisis  Detailed oriented with strong organizational skills and the ability to multitask  Able to multi-task and manage short and long term deadlines  Accountable, organized, positive, team player, and solution-oriented 1998-2005Home department supervisor, home electronics pc, human resources, kroger – fred meyer Trained over 500 employees  New employee on boarding and orientation, along with all new hire paperwork  Background checks and completion of 100% employee implementation  Ensured all Policies and Procedures are being followed  Ensure reviews were completed on time, as well as track and validate the training process  Provided support to other departments such as; Payroll, Accounts Payable and Inventory  Effectively communicate with personnel at all levels of the organization  Professional with excellent customer service skills and familiarity with the demands of the general population  Ability to work within a collaborative team and willingness to participate in wrap around meetings  Knowledge of basic office functions  Demonstrate effective communication skills by conveying necessary information accurately and effectively both orally and in writing  Schedule and set-up for meetings and groups  File and maintain HR records  Assist billing department in creating invoices and other tasks as assigned  Maintain discharge client spreadsheet  Assist 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 Assistant  CPR and First Aide Certification  OIS Certification  Numerous hours of Human Resource related certificates |