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# FAMILY READINESS GROUP LEADER RESUME

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## Objective:

Seeking full time Family Readiness Group Leader position in which to use my skills and talents to help company meet or exceed short and long-term goals.

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## Qualifications:

- Good understanding of Family Readiness programs and available support for families
  - Ability to develop and effective group presentations
  - Ability to accurately assess needs and make referrals to appropriate resources
  - Ability to assist effectively with the development and management
  - Proficient with MS word, Excel, Adobe, and Power Point
  - Strong leadership, management and motivational skills
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## Experience:

Family Readiness Group Leader, August 2005 – Present  
Tri-City Medical Center, Detroit, MI

- Gained FRG members' support, and educated members on steps to meet the goals.
- Identified and recruited other leaders to chair committees.
- Organized and planned for successful FRG events with the help of committee chairpersons.
- Encouraged families and soldiers to talk, work, and play together.
- Promoted unity among diversity among citizens.
- Managed staff to get tasks done.

Family Readiness Group Leader, May 2000 – July 2005  
Windsor Public Schools, Detroit, MI

- Recruited and motivated capable spouse volunteers to help organize and lead the unit FRG.
  - Trained members.
  - Ensured timely flow of information and knowledge of essential post resources to all FRG members.
  - Monitored leadership actions of key leaders.
  - Assessed progress toward readiness goals periodically.
  - Praised people publicly and often.
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## Education:

Bachelor's Degree In Social Service, Grove City College, Grove City, PA

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