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## Program Specialist Resume

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### Job Objective

Searching for the right company in which my training as a Program Specialist can help the organization progress and increase the cliental.

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### Highlights of Qualifications:

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- Hands on experience in implementing community awareness for public health and FDA submissions
  - Deep knowledge of FDA submissions
  - Exceptional knowledge of Coastal Zone Management Act
  - Immense ability to provide support to logistics
  - Profound ability to express and communicate ideas
  - Skilled to perform basic math and perform data entry
  - Excellent skills to work independently
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### Professional Experience:

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Program Specialist  
SAIC, Fenton, MO  
May 2006 – Present

- Developed and implemented support plans and performed behavior support plans.
- Prepared assured plans, ensured written plans for various value agencies.
- Assisted work of interdisciplinary and documented all reports for individual treatment.
- Trained staff and monitored effective implementation of treatment plans.
- Provided counseling to individuals and monitored community participation.
- Participated in medication clinic sessions and assisted professionals and families.
- Administered back up coverage and provided on call services.

Program Specialist  
Amazon.com, Fenton, MO  
March 2003 – April 2006

- Assisted both employees and individuals and provided optimal levels of teaching and ensured absence of all disabilities.
  - Provided assistance to support team members and assisted in development of skills.
  - Trained and encouraged employees in performing daily activities effectively.
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### Education:

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Bachelor's Degree in Computer Engineering  
Lycoming College, Williamsport, PA

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