
Residential Specialist Resume

Job Objective

Looking for a position as a Residential Specialist within the company. Hope to bring years of technical experience and managerial skills to the table to help your company advance.

Highlights of Qualifications:

- Hands-on experience in client behavior and documents intervention
 - Profound knowledge of principles of psychology and child growth and development
 - Proficient with computer and Microsoft Office applications
 - Strong ability to manage multiple tasks
 - Exceptional ability in monitoring visitors during weekend visitation
 - Profound ability to work with multi-disciplinary teams and diverse group of individuals
 - Strong organizational skills
 - Excellent oral and written communication skills
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Professional Experience:

Residential Specialist
Safe Horizon, Tulsa, OK
May 2006 – Present

- Worked in a residential facility for battered women and their children.
- Administered a safe and secure facility.
- Participated in Staff meetings and trainings on request.
- Replied back to requests from residents.
- Understood and adhered to emergency procedures, including fire procedures.
- Organized donations of food, clothing, etc.
- Handled intake procedures as directed.
- Distributed household supplies.
- Maintained activity logs.
- Handled bed utilization by assisting in with apartment preparation and cleaning.

Residential Specialist
Vanguard Services, Tulsa, OK
March 2003 – April 2006

- Handled and facilitated chores, groups, meals and outside activities.
 - Distributed shift activities among staff and volunteers.
 - Assured direct monitoring of clients is done and all house rules, chores and schedule are followed.
 - Held interviews with potential clients.
 - Communicated with client's counselor and/or parents in cases of illness or emergencies.
 - Assured safe transportation of clients for outside activities, resident physicals or other required destinations, in accordance to the state and agency guidelines.
 - Analyzed and maintained records of medications.
 - Provided crisis intervention, first aid and emergency procedures when needed.
 - Directed proper preparation and storage of food.
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Education:

High School Diploma
Mission San Jose High School, Fremont, CA

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