

## 053-001-0403

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### OBJECTIVES

To continue making a contribution by identifying, taking, and performing work that will;  
Build on currently demonstrated organizational, administrative, and detail capabilities;  
Make good use of strong teaching, interpersonal, teamwork, and communications background;  
Involve some degree of planning, problem solving and resource mobilization;

To achieve this aim in a manner and within hours that will allow me to sustain a quality family / home life.

### SUMMARY

Possession of a Bachelors Degree in Education and six years of teaching and supervisory experience. Additional work background that has ranged from retail management to community outreach.

### EXPERIENCE

Wisconsin Center for the Developmentally Disabled ———  
*Resident Care Supervisor*

Madison, Wisconsin  
(September 1995 to Present)

- Lead and give supervisory support to a staff comprised of 47 residential care technicians, 8 RNs, and 7 LPNs.
- Develop work schedules, authorize leave, and oversee time keeping to assure adequate coverage on all shifts throughout the building.
- Assign staff to program areas, provide immediate on-floor coaching, and as needed, assist with implementation of treatment plans, particularly regarding education.
- Participate in screening interviews, conduct regular performance reviews, and formulate developmental plans for the building's resident care staff.
- Maintain and apply thorough knowledge of bargaining agreements and proactively identify, resolve any related problems, and when all else fails, hear first step grievances. (So far, the formal process has not been necessary.)
- Function as the key communications and coordination link with other departments such as laundry, housekeeping, maintenance, central supply, and the business office.
- Produce daily census and staffing reports as well as others in special areas as needed.
- Work closely with floor personnel to monitor equipment status and supplies consumption in order to prepare work orders and replenishment requisitions in a timely manner.
- Assist the Unit Director with planning for capital purchases intended to promote efficiency while preserving a home-like environment.
- Also aid the Unit Director with planning, scheduling, and setting agendas for unit meetings and ward conferences.

*Program Coordinator / Adult Education Teacher*

(October 1991 to September, 1995)

- As a member of an interdisciplinary team, provide comprehensive care, treatment and rehabilitation to 53 ambulant adult residents.
- Helped coordinate work of psychologists, social workers, mental retardation specialists, nursing staff, community aides, and residential care technicians as well as recreational, physical and occupational therapists.
- Continually appraised residents' individual learning needs, interests and developmental potentialities in areas such as object permanence, cause and effect sequencing, environmental awareness, hazard avoidance, money management, social skills, choice behaviors, and many others.
- Observed and reported on changes in behavior and medical status and made recommendations concerning community placement, vocational adjustment training, and similar matters.
- Contributed to formulation, evaluation and ongoing updating of individual program plans including definable treatment interventions, concrete objectives and observable goals.
- Participated in team meetings to identify and address emerging resident needs and review case plans.
- Coordinated resident schedules and expedited therapeutic / learning activities.
- Maintain records including class rosters, progress reports and case narratives.
- Collaborated with physical and occupational therapists to find ways to improve communications and mobility with adaptive equipment, ranging in complexity from touch picture cues to computers.
- Trained and gave technical support to residential care staff as they fostered learning / development of their charges.
- Specialized in teaching workers to give mobility assistance to visually impaired residents.

*Wisconsin Center for the Developmentally Disabled (cont)*

*Substitute Teacher*

(September 1989 to October 1991)

- Worked one-on-one and in small groups with children who were too medically involved to participate in a public school program.
- Provided stimulation to foster social and cognitive development in children aged 5-21.
- Performed related tasks including personal care and medical status monitoring.

*LTE Recreational Coordinator*

(1988 to 1989)

- Scheduled and led daily programming after educational and work activities.
- Offered participation in active recreation such as volleyball and bowling, as well as more sedentary pastimes including various games and crafts.
- Provided semi-structured situations to build cooperative, communications, problem solving and observational skills.
- Encouraged involvement of other staff to broaden residents' relationship experience.

*KidSmart Stores* —

Granada Hills, California & Brookfield, Wisconsin (1982 to 1987)

*Store Manager*

Brookfield, Wisconsin (1985 to 1987)

- Recruited, hired, oriented, trained, motivated, scheduled, delegated work and evaluated performance of nine people who staffed a children's clothing store.
- Provided leadership in giving one-on-one service, including helping customers with need definition, merchandise information and sales.
- Managed merchandise receiving and stocking as well as designing seasonal and promotional displays.
- Maintained and used a manual inventory, sales reporting and cash accounting systems in addition to assuring store upkeep and security.
- Developed an independently functioning staff that enabled me to perform store openings throughout South East Wisconsin and Northern Illinois as described below.

*Loss Prevention Specialist*

Granada Hills, California (1982 to 1985)

- Conducted security classes and diagnosed / solved security problems in stores throughout Southern California.
- Assisted with openings, including screening and hiring employees as well as coordinating stock and display work.
- Also implemented and oriented new employees to the company's cash handling and accounting systems.

*Post Exchange Worker* Kanehoe Naval / Marine Base —

Kanehoe, Hawaii (1980 to 1982)

- Received and stocked merchandise, answered customer questions, completed sales, and maintained records.

*Checker* Sentry Foods —

Milwaukee, Wisconsin (1973 to 1980)

- Greeted customers, checked out purchases, operated registers, accounted for receipts, and answered questions.

EDUCATION

**Bachelor of Science in Education**

University of Wisconsin–Madison

(May 1989)

MAJOR:

**Special Education**

SECONDARY CONCENTRATION:

**Social Studies** (Cultural Geography emphasized)

**REFERENCES:**

Will be made available upon request