

121-003-0623

OBJECTIVE

To work effectively in a position that will offer new challenges, greater contact with a variety of people, and extensive involvement with team-oriented projects as I perform functions that enhance quality of life and contribute to learning among those I expect to serve.

OVERVIEW

- Initiative, reliability, and independence demonstrated through operation of a family daycare business for approximately 13 years.
- Flexibility and readiness to adapt to new situations exhibited in various attendant and health aid assignments, particularly those made in present work as a floater with Create-Ability.
- Planning and time management capabilities indicated by successful performance in jobs that typically required more than 40 hours per week in addition to my work as mother, wife, and homemaker.
- Experience generally broadened and strengthened by activities as diverse as participating fully in all planning and hands-on work required to build my home and giving volunteer leadership and support to various youth athletic activities.
- Specific aptitude for teaching, training, and motivating demonstrated throughout my worklife by activities such as managing a convenience store and creating learning experiences for children as well as by developing a site and coaching a young woman with serious behavioral disabilities who has worked there for the past 15 months.

EXPERIENCE

Attendant, Job Coach, & Float Worker, *Create-Ability*, Madison, WI; 1997 - Present

- Assist and supervise a 24-year-old female consumer with serious behavioral and cognitive disabilities who now lives in her own apartment.
- Help with activities of daily living such as cooking, meal planning, shopping, money management, housekeeping, laundry, and medical appointments.
- Encourage socialization and give access to varied normalizing experiences through recreational outings.
- As job coach, motivate, focus, and support my consumer's work at a rapid service restaurant where for two hours each weekday, she cleans tables and performs other incidental tasks as need arises.
- Organize work, resolve conflicts, solve problems, explain new projects, and review regularly performed duties when necessary, as well as offering supportive feedback.
- On an on-call basis, fill-in for other workers wherever needed by any of our current 40 consumers.
- Always quickly identify needs, provide supervision, give personal care, and carryout any existing plans when taking on substitute assignments.
- Conduct on-the-spot training of newly assigned attendants introducing / orienting them to their charges.
- Lead meetings and take an active role in training / introducing float staff to the consumers with whom they are to work.

COMMENTS

- My regularly assigned consumer made good use of my job development and coaching efforts. Along with retaining and performing well in the position that I found for her, she has built positive relationships with co-workers and customers. Success has come after several earlier negative job experiences.
- Because the agency's workload has steadily increased, the need for floaters has shown corresponding growth. Now five people handle the work that I once did single-handedly. They have benefited from the experience and knowledge of consumers that I have been able to share.

Home Health Aide, *Independent Living Inc.*, Madison, WI; 1998 - 1999

- Made regularly scheduled visits to provide basic health and personal care enabling frail elderly adults to remain in their own homes.
- Also performed varied additional tasks ranging from grocery shopping to light housekeeping.
- In addition to specifically defined projects, offered companionship and informally monitored health and safety status of those served.

Institution Aide, Wisconsin Center for the Disabled, Madison, WI; 1996 - 1997

- After receiving initial intensive classroom and on-the-job training covering topics ranging from conflict management to blood borne pathogens, was permanently assigned to third shift.
- Made rounds to reposition, check / change diapers, and monitor status of 24 non-ambulatory residents.
- Devoted the latter portions of each shift to awakening and beginning distribution and feeding of the morning meal.
- When not giving direct care, maintained resident records and stocked linens and other supplies.

Family Daycare Center Operator, Self-employed, Madison & Oregon, WI; 1983 - 1996

- Operated under a license that allowed for care of up to eight unrelated pre-school and early elementary age children.
- Prepared / provided nutritious, wholesome meals and a safe / positively stimulating environment for all children in my care.
- Planned / implemented a balanced schedule of structured and free-play activities that fostered development of pre-kindergarten skills such as letters, numbers, and colors while leaving room for creativity and self-expression.
- Introduced additional variety by organizing special events such as field trips and birthday parties.
- Established and maintained open, informal lines of communications with parents during daily pick-up and drop-off times.
- Kept my center consistently at capacity by retaining virtually all children until they entered school while depending exclusively on word-of-mouth reference and referral to fill vacancies when they became open.

Assistant Manager, Super America, Davenport, IA; 1980 - 1982

- Assisted customers, sold merchandise, and set-up / stocked displays.
- Usually worked with one other employee during late afternoons and at night.
- Completed daily sales and inventory reports, accounted for receipts, prepared bank deposits, and closed at the end of the business day.
- Trained / motivated new workers to follow company procedures, set-up merchandise, and provided quality customer service.

Clerk, 7-Eleven Stores, Fayetteville, NC; 1979 - 1980

- Gained knowledge of customer service, merchandising, and paperwork that proved very useful in supervising and training others as described immediately above.

ADDITIONAL BACKGROUND

- Because of my children, became highly involved in youth athletic programs, engaging in activities that ranged from coaching children's T-ball to fund-raising and chaperoning trips for the Madison 56ers youth soccer team.
- Assisted my husband in all aspects of designing / building our current home including framing, drywall, roofing, plumbing, wiring, and outside landscaping.
- In addition to my other commitments, took on the responsibility of foster parenting a teenager for the two years he needed to graduate from high school and become of age.

REFERENCES WILL BE READILY PROVIDED UPON REQUEST