
Resident Advisor Resume

Job Objective

Looking for work as a Resident Advisor with an organization today in order to practice my skills and experience in the industry.

Work Experience:

Resident Advisor, August 2005 – Present
ChildServ, Mcdonough, GA

- Provided for the safety and well-being and needs of residents.
- Ensured quality provision of programming and service delivery.
- Enforced and maintained consistency concerning policies, rules and licensing standards.
- Supervised funds and administered TLP budget for client services.
- Ensured maintenance of residents and staff privacy and security.
- Trained and assisted residents in life skills.

Resident Advisor, May 2000 – July 2005
Step-By-Step, Inc, Mcdonough, GA

- Assisted individuals with their emotional, social and intellectual growth, meal preparation, social and recreational community activities, medication administration, housekeeping.
 - Implemented goal plans and behavioral supports in a family style residential environment.
 - Maintained daily logs and resident files.
 - Participated in individual supervision.
 - Maintained CPR and First Aid certifications.
 - Participated in group conferences and staff meetings.
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Summary of Qualifications:

- In-depth knowledge of Resident Care Standards and Practices
 - Skilled in assessing, planning, implementing, and evaluating plan of care
 - Proficient in Word, Excel, Power Point and Microsoft Project
 - Good organizational and decision-making skills
 - Excellent leadership, communication, management and motivational skills
 - Outstanding ability to give and receive feedback
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Education:

Bachelor's Degree in Human Services, Murray State University, Murray, KY

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