

Functional Resume Sample

Ima B. Leever

7505 West 41st Street

Tulsa, OK 74107

(918) 595-2010 imableever@tulsacc.edu

CAREER SUMMARY

Four years experience in early childhood development with a diverse background in the care of special needs children and adults

ADULT CARE EXPERIENCE

- Determined work placement for one hundred fifty special needs adult clients
- Maintained client databases and records
- Coordinated client contact with local health care professionals on a monthly basis
- Managed twenty-five volunteer workers

CHILDCARE EXPERIENCE

- Coordinated service assignments for 20 part-time counselors and 100 client families
- Oversaw daily activity and outing planning for 100 clients
- Assisted families of special needs clients with researching financial assistance and healthcare
- Assisted teachers with managing daily classroom activities
- Oversaw daily and special student activities

EMPLOYMENT HISTORY

1999-2002 **Counseling Supervisor**, The Wesley Center, Little Rock, Arkansas.

1997-1999 **Client Specialist**, Rainbow Special Care Center, Little Rock, Arkansas

1996-1997 **Teacher's Assistant**, Cowell Elementary, Conway, Arkansas

EDUCATION

University of Arkansas at Little Rock, Little Rock, AR

- BS in Early Childhood Development (2001)
- GPA 3.8/4.0

Tulsa Community College, Tulsa, OK

AA in Elementary Education (1998)

- GPA 3.5/4.0
- Dean's List