**Brittany Renee Stacy**

Scottsburg Indiana

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**Professional Summary**

**Skills**

• Safety Crisis Management certified

• Active Listening

• Communication skills

• Complex Problem Solving

• Flexibility and adaptability

• Critical thinking: decision making skills

• Goal oriented: results achiever, Meeting deadlines

• Leadership and team building

**Experience**

**Employment Services Manager October 2022- Present**

• Performance monitoring and evaluation of direct reports.

• Maintaining referral records and assigning to appropriate providers.

• Maintaining individual’s files and checking for all up-to-date information.

• Training new and current staff.

• Running all billing and reports at the beginning and end of each month.

• Planning for new programs and grants.

**Direct Support Supervisor September 2018- October 2022**

• Performance monitoring and evaluation of direct reports.

• Interviewing potential hires.

• Maintaining individual’s files and checking for all up-to-date information.

• Attending and participating in client team meetings.

• Scheduling and planning for day program and community based program.

• Training new and current staff.

• Monitoring documentation for accuracy and proper wording.

**Direct Support Professional January 2018-September2018**

• Providing daily assistance to individuals with disabilities in a variety of ways.

• Brainstorming activities and planning shifts with clients.

• Teaching life skills and daily living skills.

• Daily documentation of services provided.

• Ensuring the safety of clients.

• Maintaining knowledge of individual’s ISPs.

**Assistant Store Manager June 2015-January 2018**

• Perform periodic inspections of materials or files to ensure correct placement, legibility,

or proper condition.

• Implementation of approved policies and regulations.

• Evaluate direct reports regularly and provide helpful feedback.

• Scheduling for multiple store locations.

**Customer Service Representative July 2014-June 2015**

• Organize or work with detailed office records, using computers to enter, access, search,

or retrieve data

• Keep records of materials filed or removed, using logbooks or computers.

• Add new material to file records or create new records as necessary.

• Enter document identification codes into systems in order to determine locations of

documents to be retrieved.

• Eliminate outdated or unnecessary materials, destroying them or transferring them to

inactive storage, according to file maintenance guidelines or legal requirements.

• Gather information for customers to approve for loans.

**Cashier June 2013- July 2014**

• Record daily and monthly inventory.

• Order supplies needed.

• Transfer data between systems.

• Cash handling.

**Education**

High School Diploma May 2012

Scottsburg High School Scottsburg, IN

Leadership Southern Indiana Alumni

Certification of Marketing from Indiana Tech University