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| Lori A. Pickard | horizontal line Lori A. Pickard 1022 North Morrison Street  Kokomo, IN 46901  765-867-2984  callieadamtaylor@gmail.com |
| Skills | horizontal line  Active listening, Communication, Computer, Interpersonal, Leadership, Management, Problem Solving , Time Management and Transferable skills. |
| Experience | horizontal line Bona Vista/DSINovember 2023 - Present Employment Specialist at Bona Vista/DSI  As an Employment Specialist, I help clients fill out applications, resumes and practice on their interview skills. I also have the ability to take clients to their first, sometimes ever, job interview, for support. I also do weekly, monthly check in’s with all my clients and I also schedule clients at different businesses for job shadow training, in hopes that they understand the concept of that certain job, and see if they might be interested in applying for that position. Kinsey Youth Center - Kokomo, INApril 2023 - November 2023 Youth Manager  I was a Youth Manger for both sides of Kinsey, we had Shelter Care and Secure Detention. I helped the residents with their life skills, anger management skills, and helped them understand a better way in life. Most of the time I just listened to their problems, helped them understand that there were many different options and skills that they have to learn to be an adult.  I did the intake paperwork when a youth was brought into the facility and got them settled into their rooms, and went over the handbook of rules and regulations that are required at the facility.  I assisted in driving the residents to and from court and sometimes had to take them to a different facility if it was ordered by the judge.  We played board games, cards, and video games to help the residents understand how to work well with others and stay positive even when things were not going their way. I sat in on visit from the families and on phone calls, and documented everything in our daily logs. McClure's Gas Station - Kokomo, INMay 2022 - April 2023 Shift Manager  I was a Shift Manager at McClures. My duties included customer service, ordering product, unloading trucks, checking in vendors, stocking shelves, keeping the ready to eat food product, stocked, fresh and labeled. I was responsible for new applications, interviewing, training and weekly inventory. I was being trained on the morning paperwork when I decided to start a new career path. |
|  | Howard County Prosecutor - Kokomo, INOctober 2017- May 2022 Case Manager  I worked as a Case Manager in Child Support. I had over 550 cases that I worked, managed and set for court. My job consisted of seeing that the non custodial parent paid their child support order and helped them find jobs. I attended and took court notes 3 times a week and filed Motions, Orders, Modifications, and Income Withholding forms. I set hearings for new and old clients. I worked with the Prosecutor and the Judge to find ways to get the custodial parent money owed to them.  **Howard County Probation - Kokomo, IN**  April 2016 - October 2017  Front Office Receptionist  I worked at the front desk in the Probation Department, checking in clients for their probation meeting. I was responsible for all the incoming calls, filing, copying, and directing the clients where they were supposed to meet their probation officer. I was responsible for the paperwork for the unsupervised probation that the judge ordered and making sure that form was filed and the client receiving a copy of that form. |
| Education | **Indiana Vocational Technical College - Kokomo, IN**  Associates Degree in Applied Science - 2016  Technical Certificate - Human Services - 2016  **Indiana Vocational Technical College - Kokomo, In**  Associates Degree in Applied Science - 1987  Technical Certificate - Medical Assistant - 1987  **Northwestern High School - Kokomo, IN**  Graduated - 1983 |