

# Madolyn Burke

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## Objective

To seek a position in the field of special education aiming to utilize acquired expertise in the fields of: vocational counseling, behavioral training, special curriculum designing and implementing for the enhancement of the hiring organization.

## Education

**HIGH SCHOOL DIPLOMA | MAY 2014 | ELIDA HIGH SCHOOL**

**CURRENTLY ATTENDING | THE UNIVERSITY OF TOLEDO**

- Major: Special Education – Moderate to Intensive

## Experience

**SALES ASSOCIATE | ELIDA DEPOT AND CARRY OUT | DEC 2013 – JUL 2014**

- Accepted payment for customers and made change as necessary.
- Apportioned and served food to employees, customers, and delivery.
- Checked patrons' ID to ensure that they met the minimum age requirements for purchase of alcohol and/or tobacco.
- Checked the quantity and quality of receiving products.
- Cleaned and maintained work area and kitchen area.
- Stocked all products on a daily schedule.
- Cleaned and prepared various foods. Managed kitchen operations for high grossing, fast paced fair concession kitchen. Interacted with customers from day to day.
- Greeted customers in the drive - thru, took and rang up orders, handled payment and thanked customers.
- Performed dishwasher duties.
- Stocked and rotated products, stocked supplies, and paper goods in a timely basis.

**DIRECT SUPPORT PROFESSIONAL | BITTERSWEET FARMS | JAN 2015-CURRENTLY EMPLOYED**

- Interact with individuals with autism.
- Vocational training with residents.
- Education training with residents.
- Home care.
- Community activities with residents.
- Recreational activities with residents.
- Quick problem solving.
- First aid and CPR certified through work.
- Manage behavioral problems such as self-injurious behaviors and lower the risk to themselves and to others.
- Team building skills
- Leadership/training skills.

- Interacting and communicating with management and

**vOLUNTEER PARTICIPANT | PERCEPTUAL MOTOR DEVELOPMENT | JAN 2016-MAY 2016**

- Interact with children with autism.
- Vocational and educational training with children.
- Physical therapy with children.
- Home care.
- Build relationships with children.
- Utilize data from past experiences with children.

**Skills & Abilities**

- Communication with individuals with autism and other developmental disabilities.
- Experience with special needs individuals (age 3-68).
- Behavior management techniques.
- Organizational skills.
- Communication and leadership skills.
- Creative, positive attitude.
- Culinary aptitude.
- Energetic and interactive with individuals.
- Reliable coworker.
- Quick learner.
- Woodworking experience in refurbishing furniture.

**References**

- Available upon request.