

Kevin M. Devine

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Objective

To gain employment with a dynamic organization where attention to detail, client satisfaction and performance dedication lead to upward mobility.

Experience

Truancy Case Manager

U.C.S.E.P

3/17-2/18

Philadelphia, PA

Position entailed meeting with students and their families in order to provide necessary services to reduce and eliminate truancy.

Responsibilities included: advocating for families in regional and family court of Philadelphia, assisting families with referrals for necessary services, creating an action plan with families, collaboration with school services

Truancy Case Manager

CORA Services

2/15 -1/17

Philadelphia, PA

Position entailed meeting with students and their families in order to provide necessary services to reduce and eliminate truancy.

Responsibilities included: advocating for families in regional and family court of Philadelphia, assisting families with referrals for necessary services, creating an action plan with families, collaboration with school services

Position ended when moving out of state

Truancy Case Manager

PAAN

05/14 - 1/15

Philadelphia, PA

Position entailed meeting with students and their families in order to provide necessary services to reduce and eliminate truancy.

Responsibilities included: advocating for families in regional and family court of Philadelphia, assisting families with referrals for necessary services, creating an action plan with families, collaboration with school services.

Position ended when agency lost contract with DHS.

Residential Site Supervisor **Kearsley Group Home**

11/11-05/14

erial, NJ

Position entitled running the day to day supervision of a group home for three male teenage consumers with developmental disabilities.

Responsibilities included: ensuring all paperwork related to consumer IHP goals, staff schedules, monthly reporting, incident

reporting, and medication administration are completed satisfactorily in a satisfactory manner.

Residential Counselor **Kearsley Group Home**
8/10-11/11 **Erial, NJ**

Position entailed working with teenage consumers with developmental disabilities to promote a safe and healthy environment, following consistent and set guidelines for behavior, mainting records of consumer behavior, participating and leading group sessions, as well fostering consumer responsibility.

Residential Counselor **Florence Klemmer Alternative House**
3/10 – 8/10 **Mount Laurel, NJ**

Position entailed working with consumers to promote a safe and healthy environment, following consistent and set guidelines for behavior, mainting records of consumer behavior, participating and leading group sessions, as well fostering consumer responsibility.

Sales Associate **Toys R Us**
10/09 – 12/09 (Seasonal) **Cherry Hill NJ**

Position entailed selling and promotion of toys and electronics. Daily responsibilities included stocking of new inventory, assisting guests , as well as changing sales prices

Server **Tun Tavern**
8/08-8/09 **Atlantic City, NJ**

Responsible for delivering orders to guest rooms of the Sheraton Hotel in a timely and satisfactory manner.
Daily Responsibilities included, but not limited to preparing food for delivery, restocking of needed supplies, working with kitchen and front end staff.

Sales Associate **FYE**
5/08-8/08(Seasonal) **Audubon, NJ**

- Position entailed selling and promotion of CDs and DVDs.
- Daily responsibilities included stocking of new inventory, operating cash register, as well as changing sales prices.

Peer Educator **Wellness Center**
01/08 – 5/09 **Richard Stockton College, Pomona, NJ**

- Daily responsibilities include, but not limited to, planning and organizing educational workshop, general office duties & meeting with students with substance abuse issues.

Education	<p><i>Lenape</i> Medford, NJ 09/01 - 06/05</p> <ul style="list-style-type: none"> • Graduated in top 10% of class with a cumulative GPA of 3.67 • Took part in school productions of "The Crucible", "Lil Abner," and "Pink Panther" • A Student Leader in Peer Group Connection Program <p>Richard Stockton College of New Jersey, Sept 2005- May 2009</p> <ul style="list-style-type: none"> * Major: Psychology; Forensic track Minor: Criminal Justice * Graduated with BS in Psychology. * Student Senator: Finance Committee (Fall 2007-Spring 2008) * Student Senate Vice President (Fall 2008 – Spring 2009) * Greek Council Representative * Treasurer of fraternity <p>Peer Educator (February 2008 – May 2009)</p>	<i>Regional</i>	<i>High</i>	<i>School</i>
Volunteer Work	<ul style="list-style-type: none"> * Working with Alcohol Prevention Network of Atlantic County during an internship as well as planning and running on campus workshops aimed at college and high school students. * Volunteering with Special Olympics of South Jersey for an on campus event. 			
Training	<ul style="list-style-type: none"> * First Aid/ CPR certified through American Red Cross * Medication Administration * CPI * Abuse and Neglect * Boggs Training from the Boggs Center of New Brunswick 			