

Kaitlyn Zielinski
(908) 421-1134 | kaitlynzielinski@gmail.com

EDUCATION

Rutgers University
B.A.: Psychology, Sociology

New Brunswick, NJ
Fall 2014 – Spring 2016

Middlesex County College
A.A.: Liberal Arts / Psychology

Edison, NJ
Fall 2013 – Spring 2014

SKILLS

- Microsoft Office, Outlook, SharePoint, Google, Mac, PC
- Electronic Health Records systems: Care Logic, Psych Advantage, Therap
- CPR and First Aid (expires 4/2019)
- Organization, time management

WORK EXPERIENCE

Capitol Care Comprehensive Behavioral Health
Residential Manager

Somerset, NJ
07/2018 – 12/2018

- Manages a group home for adults with developmental disabilities and mental illness
- Ensures the clients' medical, emotional, and safety needs are met, and advocates for clients
- Assists clients with ADLs, goals, transportation, monitoring medications
- Develops individualized service plans, completes assessments, documents clients' progress
- Supervises direct support professionals, including hiring interviews, performance evaluations, trainings, and creating staff schedules

Easter Seals New Jersey
Residential Counselor

Manalapan, NJ
04/2017 – 1/2019

- Provides direct care services in a group home for adults with mental illness
- Assists clients with ADLs, goals, transportation, monitoring medications
- Assists clients with acquiring and maintaining social security and other benefits
- Assists with creating new service plans and documents on clients' progress on their goals
- Assists with training new staff

Spotswood Public Library
Children's Programming

Spotswood, NJ
11/2016 – 08/2017

- Planned and performed storytimes and activities for children of all ages
- Assisted at circulation desk, as needed

East Brunswick Township
Summer Camp Counselor

East Brunswick, NJ
Summers 2013 – 2015

- Day camp counselor for grades 6 – 9

Target
Sales Associate

Milltown, NJ
09/2013 – 04/2015

- Sales floor associate, fitting room attendant, phone operator, cashier

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VOLUNTEER EXPERIENCE – MIDDLESEX COUNTY 4-H

4-H Explorations Week Counselor-in-Training Coordinator: *Summer 2017 – present*

- Plans, implements, and evaluates leadership training program for counselors-in-training
- Assists with management of selection process and coordinates selection committee
- Develops leadership training activities for counselors-in-training during camp
- Assists with evaluation and mentoring of all counselors-in-training
- Serves on selection committee for camp counselors

Adult Leader of 4-H Teen Council club: *2013 – Present*

- Acts as a role model and mentor for teens and young adults
- Assists with mentoring and evaluating new 4-H adult volunteers
- Assists with planning, implementation, and evaluation of teen leadership and service projects on the county, regional, and state level
- Coordinates fundraising events and service learning projects, reaching over 500 youth and 150 adults annually
- Assists with budget management for club

4-H Explorations Week Volunteer Camp Counselor: *Summer 2010 – Present*

- Assists with development of 4-H Explorations week program for youth, working collaboratively with other adults and teens on the counselor team
- Supervise all youth campers during the week