

Cody Pool

Sullivan, IL 61951
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Detail-oriented Leader with 7+ years of leadership experience driven by passion, positivity, and the will to exceed expectations. I am a heavily dependable individual who will always strives for success.

Willing to relocate: Anywhere
Authorized to work in the US for any employer

Work Experience

Co Director of Community Day Services

Moultrie County Beacon - Sullivan, IL
April 2021 to Present

The Moultrie County Beacon is a nonprofit organization that empowers people with disabilities to make informed decisions regarding their life choices. We work together as a team to make a positive impact on each life that we serve. We work together to create a workplace environment where we demonstrate honesty, respect, patience, and understanding.

In my current position here at the Moultrie County Beacon, i have a broad spectrum of duties and responsibilities. Starting with but not limited to: Overseeing and making sure staff under my leadership adhere to company standards, policies, and procedures. Provide above adequate services under the direction of The Department of Human Services. Monitor services and implement Person Centred Practices. Promote staff organization, job descriptions, assigning duties to promote efficiency, effective operations, job performance, approval of time and attendance records, in-service training, recommendations for staff out-of-facility training and conference attendance.

In addition to my daily responsibilities, I have also achieved many other goals such as: Raising over \$12,000 in funds for the activities we offer here at our agency, I have bridged many gaps of communication deficiencies among many departments within the agency, I have continued education by attending in person training courses and conferences covering many topics pertaining to Person Centred Practices, Mental Health and Well-being, Connectivity, and Communication in the workplace.

Assistant Director of Transportation

Moultrie County Beacon - Sullivan, IL
December 2022 to February 2023

Assist the Director of Transportation in scheduling bus and van routes. Training employees on how to drive company vehicles, and where to pick up clients. Maintained 15+ company vehicles with routine maintenance, repairs, and also worked with other companies with scheduling maintenance, and routes. Sat in as Acting Director when my supervisor was not in the building.

Stars Coordinator, DSP (Direct Support Professional)

Moultrie County Beacon - Sullivan, IL
May 2021 to December 2022

In this leadership role, I implemented staff on active treatment, assist with scheduling staff, outings, and activities. Maintained relationship with staff and Director. I also performed regular care giving.

Information Technology Services

RLCanning - Springfield, IL

November 2019 to February 2021

As a Service Desk Agent, I answer calls to customers in need of Information Technology Services. I am dedicated to making our customers successful. I offer innovative solutions and services that are specifically designed to accomplish your business objectives with defined standards of behavior, principals, competencies and capabilities, we hold in high regard. I provided this service to Employees and Faculty to Chicago Public Schools, We serve over 100,000 Customers.

Lead Optician

All About Eyes - Forsyth, IL

January 2018 to November 2019

I have experience in a fast paced customer service medical office. I design, fit, and dispense corrective eyewear for a company with a 100% customer satisfaction guarantee. I take pride in providing quality customer service, from obtaining an eye exam to purchasing fashionable frames. I am always striving to provide the best customer experience.

Direct Support Professional Manager

Moultrie County Beacon - Sullivan, IL

November 2016 to January 2018

At this not-for-profit agency, I helped provide services for individuals with Developmental and Intellectual disabilities. I completed their state mandated 140 hour training program, which entails courses on Intellectual Disabilities and Mental Health, Human Right, Communication, Human Rights and extensive Basic Health and Safety including medication administration. I am on the state DSP registry.

When I started at The Moultrie County Beacon, I was the Director of Health and Wellness in the Developmental Training program for one year. I helped individuals with physical therapy exercises recommended to them by physicians, along with teaching about active, healthy living. I then transferred to our CILA (Community Integrated Living Arrangement) Program providing care in the individuals residential home and taking part in the community. I cooked meals, helped with daily living tasks, assisted individuals who have trouble expressing needs and wants, and just overall being a trustworthy, caring, advocate.

After about 9 months, I became the Manager of the CILA Home. In this position, I planned monthly meal menus, assisted with budgets, managed monthly billing, created a safe home/work environment. This involved delegating tasks among staff, scheduling staff working hours, and planned weekly outings for the consumers.

Direct Support Professional (DSP) Assistant Manager

Moultrie County Beacon - Sullivan, IL

May 2016 to November 2016

Part Time Nurses Aid

Aspen Creek - Sullivan, IL

May 2014 to May 2016

Direct Support Professional (DSP) Director Of Wellness

Moultrie County Beacon - Sullivan, IL

May 2014 to May 2016

Part Time Server

Sullivan Country Club - Sullivan, IL
January 2013 to December 2015

Education

Certificate/Licence (No longer active) in Real Estate

Eastern Illinois University - Remote
December 2021 to April 2022

Some Schooling in Business Management

Lakeland Community College - Mattoon, IL
August 2014 to May 2015

DSP Trained

Moultrie County Beacon - Sullivan
May 2014 to July 2014

High school diploma

Sullivan High School - Moultrie County, IL
August 2011 to May 2014

Skills

- DSP Assistant manager (Less than 1 year)
- DSP CILA House Manager (2 years)
- Optician (1 year)
- Medical Billing
- Medical Office Experience
- Insurance Verification
- Medical Records
- Front Desk
- Medical Scheduling
- Computer Skills (Internet and Technology) (2 years)
- Microsoft Windows
- Technical Support
- Active Directory
- Network Administration
- Help Desk
- Strong leader (9 years)
- Event Coordination
- Fundraising

- Marketing
- Problem Solving
- Organizational management
- Passionate
- Creativity
- Direct Support Profesional Director of Wellness (10+ years)

Certifications and Licenses

CPR/First Aid

Optician

January 2018