RENEE **MARION**

852 Bauer Street Elmont NY , 11003, H: 516-840-3804 | Rmarion40@gmail.com

**SUMMARY**

Created integrated strategies with the Director as Assistant Director to improve office performance.

**SKILLS**

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| Strong leadership and organizational Skills, Capable for analyzing and solving problems Good communication both written and oral, Microsoft Excel, Microsoft Word |  |

**EXPERIENCE**

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| **01/1990 to Current** | **Assistant Facility Director** **Lifespire** － Richmond Hill, NYAssist the Facility Director in all aspects of the Facility and program. Act as Facility Director in his absence. Interpret and implement policies and procedures established by the Facility Director, Director of Day Services and Central Administration. Insure overall program is in compliance with established procedures and government regulations. Provide each individual with the opportunity to be independent and productive according to their individual capabilities with opportunities for choice and social integration into their community. Cooperate with the overall policies , procedures and goals of the Agency. |

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| **07/2006 to Present** | **Community Res. Hab Specialist** **LIFEWORC** － Garden City, NYWorking alongside the persons we support in order to help then to achieve their Personal Outcomes. This includes working with them to develop daily living, professional and informed decisions making skills while also supportMing their health and safety. |

**EDUCATION AND TRAINING**

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|  | **High School Diploma** **Thomas A Edison High** － Jamaica, NY  |

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|  | **Associate of Arts** **Nassau Community College** － Garden City, NY  |

**CERTIFICATION**

AMAP Certified

SCIP- R Certified