

Tanner Cook
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Education

-2006 Orange County High School Diploma

Work Experience

Sullivan's Auto Body Shop – Fredericksburg, VA

Full-Time Autobody Technician June 2021 to December 2021

- Thoroughly examine the vehicle damages.
- Return the vehicle back to factory specifications.
- Remove vehicle trim to gain access to vehicle body.
- Can properly fill depressions with body filler and ensure a quality repair.
- Able to remove damaged parts using power tools and cutting torch.
- Straighten bent automobile frames using frame wrack.
- File, grind and sand repaired surfaces, using power tools and hand tools.
- Aim headlights.
- Replace bolts on panels and align properly.
- Make cosmetic repairs.
- Use special equipment to restore damaged metal frames and body sections back to original specifications.
- Able to develop appropriate and efficient methods for each job.

P.E.O.P.L.E., LLC – Fredericksburg, VA

Full Time Residential Counselor promoted to Residential Counselor II (Assistant Manager); 2014 – June 2021

- This position supervises and assists with the independent living skills instruction to adults with intellectual, mental health and developmental disabilities in a group home setting consisting of 4-5 individuals.
- Instructs and assists participants in basic independent living skills such as but not limited to hygiene, self-care, safety, nutrition, social interaction, behavior, and communication.
- Leads and assists participants in social and leisure activities.
- Assists participants in community engagement and interaction.
- Provides transportation for participants.
- Dispenses and records participants' medications.
- Physically assists participants as needed.
- Maintains logs and participants progress notes and effectively communicates notes and challenging behaviors to other staff and supervisors.
- Provides supportive level counseling and refers concerns to appropriate level staff as needed.
- Acts as a liaison with family members and other concerned parties on behalf of participants.
- Greetes visitors and supervises visitation with participants.
- Secures the facility, medications, and records as policies indicate.
- Monitor Individual Service Plans in collaboration with participants, families, other service providers, and support coordinators under the supervision of the Director of Residential.
- Helps monitor DBHDS requirements, DMAS requirements, and other requirements as set forth by the Director of Community Services.
- Participates in training programs and meetings as required by supervisor and DBHDS.

Wall Residences - Fredericksburg, VA

Back-up Worker for Provider; 11/2013 – July 2014

- Provide direct services to a residential individual with intellectual disabilities in the home and in the community according to the directions and scheduling of the Individual Service Plan, and the family provider.
- Read and follow the service plan for the individual who receives support
- Provide supervision to ensure the health and safety of the individual
- Complete documentation for the program implementation, medication administration and to report on activities and unusual conditions or events.
- Directly provide residential services to a residential individual in the home or in the community settings including the completion of training for short-term objectives listed in the individual's service plan. The emphasis of work focuses on self-care, basic domestic skills, communication/social skill development, community integration, and providing supportive counseling.
- Perform behavior management practices and techniques applicable to persons who have intellectual disabilities.
- Maintain effective working relationships including oral and written communication with individuals, support coordinators, family provider, natural family, Wall Residences, and other appropriate persons

Conway Carter - Fredericksburg, VA

Home Health Care Aide; 12/2013 – August 2017

- Provided in-home life skill training and community support to an adult individual with disabilities.
- Responsibilities included transportation, coordinating leisure and recreational activities, and maintaining contacts with support team.
- Taught new techniques for independent living and assisted with daily skills as needed.
- Followed and implemented individualized program plans.

Tim Able - Fredericksburg, VA

Home Health Care Aide; 7/2013 - 10/2013

- Provide in-home care to an adult with physical disabilities.
- Assisted individual with hygiene, personal care needs, medications, meal preparation, and rehabilitation.
- Provided supportive counseling

Related Skills:

- Excellent written and oral communication skills.
- Have been trained in Therapeutic Options of Virginia, First Aid & CPR, medication administration for the state of Virginia, human rights policy, and infectious disease control.
- Proficient in Microsoft Windows: Word, WordPerfect, Excel, Explorer.
- Personal characteristics include dependable, caring, team player, works well independently, effective communicator, goal oriented, and attention to detail.