

Richard David Aniska

Scott Township, PA
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Willing to relocate to: Scranton, PA - Clarks Summit, PA - Dunmore, PA
Authorized to work in the US for any employer

Work Experience

Shift Manager

Defy Trampoline Park - Dickson City, PA
January 2021 to Present

Responsible for maintaining office work such as; scheduling, time-off requests, inventory, nightly cash deposits and daily revenue balance sheets. Also responsible for social media marketing as well as in-house marketing. Knowledge and highly experienced sales lead, membership seller, as well as training new employees, and instructing different levels of responsibility to each. This also includes interviewing potential employees, interviewing potential employees, and terminating current employees.

Mental Health Technician

COMMONWEALTH HEALTH - Scranton, PA
March 2020 to December 2020

Overnight Mental Health Technician for Commonwealth Health (Moses Taylor Hospital) shift is 11:00P-7:30A. Job duties include (but are not limited too) assisting RN's and LPN's with patient care, documentation, and action of care for patients. Job duties also include secretarial responsibilities such as; filing, updating patient rounding sheets, updating patient vital sheets, logging equipment temperatures as well as monitoring the temperature and humidity levels with in the Psychiatric Unit. Direct Patient Care as well as rounding checks for patient health and safety.

Foster Care Program Manager

KidsPeace Foster Care - Scranton, PA
February 2019 to December 2019

Responsible for maintaining Foster Family and Child Files. Other duties included but are not limited to case worker time clock approvals, foster parent payroll, client health tracking, recruitment and family resource planning. Foster Care Budgeting, case managing when needed, advocate for court hearings, termination of parental rights court, and pre-adoption hearings. Reports to Regional and State Manager every Monday, In-charge of hiring, firing, evaluating staff performance, and conducting staff meetings.

Assistant Director

Northeastern Childcare - Scranton, PA
July 2018 to December 2019

Job duties include (but are not limited to) scheduling, opening and closing agency. Staffing, scheduling staff trainings, and scheduling staff meetings. Being in compliance with DHS rules and regulations, I am responsible for maintaining client health reports, court orders, custody orders and agreements. In addition, I am also trained and certified with ITERS, ETCHERS, SACERS, ITERS-R, and SACERS-U. I

am also knowledgeable and participate in the Keystone Stars Program. Other job duties also include payroll, staffing, WePay, and Quick Books. Job title is contracted as Director, however; qualifications and credentials are also Human Resources/ Human Resource Generalist.

Director

Northeastern Child Care Services - Montrose, PA

July 2018 to December 2019

Job duties include (but are not limited to) scheduling, opening and closing agency. Staffing, scheduling staff trainings, and scheduling staff meetings. Being in compliance with DHS rules and regulations, I am responsible for maintaining client health reports, court orders, custody orders and agreements. In addition, I am also trained and certified with ITERS, ETCHERS, SACERS, ITERS-R, and SACERS-U. I am also knowledgeable and participate in the Keystone Stars Program. Other job duties also include payroll, staffing, WePay, and Quick Books. Job title is contracted as Director, however; qualifications and credentials are also Human Resources/ Human Resource Generalist.

Director

Northeastern Child Care Services - Tunkhannock, PA

July 2018 to December 2019

Job duties include (but are not limited to) scheduling, opening and closing agency. Staffing, scheduling staff trainings, and scheduling staff meetings. Being in compliance with DHS rules and regulations, I am responsible for maintaining client health reports, court orders, custody orders and agreements. In addition, I am also trained and certified with ITERS, ETCHERS, SACERS, ITERS-R, and SACERS-U. I am also knowledgeable and participate in the Keystone Stars Program. Other job duties also include payroll, staffing, WePay, and Quick Books. Job title is contracted as Director, however; qualifications and credentials are also Human Resources/ Human Resource Generalist.

Director

Northeastern Child Care Services - Clarks Summit, PA

July 2018 to December 2019

Job duties include (but are not limited to) scheduling, opening and closing agency. Staffing, scheduling staff trainings, and scheduling staff meetings. Being in compliance with DHS rules and regulations, I am responsible for maintaining client health reports, court orders, custody orders and agreements. In addition, I am also trained and certified with ITERS, ETCHERS, SACERS, ITERS-R, and SACERS-U. I am also knowledgeable and participate in the Keystone Stars Program. Other job duties also include payroll, staffing, WePay, and Quick Books. Job title is contracted as Director, however; qualifications and credentials are also Human Resources/ Human Resource Generalist.

Director

Northeastern Child Care Services - Taylor, PA

July 2018 to December 2019

Job duties include (but are not limited to) scheduling, opening and closing agency. Staffing, scheduling staff trainings, and scheduling staff meetings. Being in compliance with DHS rules and regulations, I am responsible for maintaining client health reports, court orders, custody orders and agreements. In addition, I am also trained and certified with ITERS, ETCHERS, SACERS, ITERS-R, and SACERS-U. I am also knowledgeable and participate in the Keystone Stars Program, current facility is a Star 4. Other job duties also include payroll, staffing, WePay, and Quick Books. Job title is contracted as Director, however; qualifications and credentials are also Human Resources/ Human Resource Generalist.

Kindergarten Paraprofessional

Catholic Youth Services - Wilkes-Barre, PA

January 2018 to July 2018

Lesson planning for children during active school year. Review of what kids have learned in their actual designated school district (letters, numbers, etc). Practicing mannerisms and listening skills as well as developing more knowledge on their cognitive abilities.

Clinical Manager

Children and Youth Lackawanna County - Scranton, PA

August 2017 to January 2018

1,000 hour clinical internship with Lackawanna County Children and Youth Services. Supervision was conducted by Jennifer Bewilderment. Internship duties and responsibilities include, but are not limited to; shadowing family group therapy, mom group, dad group, supervised parental visits, supervising county case workers, shadowing intake, conducting holiday parties and fundraisers, shadowing client evaluations, treatment plan evaluations, shadowing BHRS services, and ISP services

Assistant District Manager

Sarno and Son Tuxedo - Scranton, PA

January 2013 to January 2018

Worked between 5 network locations in PA (Wilkes-Barre, Kingston, Stroudsburg, Dickson City, Scranton) opening and closing stores, making nightly and morning deposits, nightly and daily financial reporting, online social media marketing, bridal shows and planning, prospective bride marketing, community outreach, staff scheduling, payroll, wedding planner, and marketing strategies

Education

Associate in Nursing

Luzerne County Community College - Nanticoke, PA

August 2020 to Present

Bachelor's in Human Development and Family Studies

Penn State - Dunmore, PA

January 2014 to May 2018

High school diploma in General Studies

Lakeland Senior High School - Scott Township, PA

August 2007 to May 2012

Skills

- Microsoft Office (10+ years)
- Management (4 years)
- Medical Terminology (2 years)
- Early Childhood (3 years)
- Child Care (3 years)
- Retail Sales (2 years)

- Strategic Planning (4 years)
- Marketing (4 years)
- Human Resources (4 years)
- Director (2 years)
- Teaching (1 year)
- Payroll (4 years)
- Leadership Experience (8 years)
- Customer Service (10+ years)
- Administrative Assistant (3 years)
- Human Resources (4 years)
- Fundraising (5 years)
- Program Management (2 years)
- Group Therapy (2 years)
- Individual / Group Counseling (2 years)
- Event Planning (4 years)
- Research (4 years)
- Employee Evaluation (2 years)
- Retail Management (4 years)
- Vital Signs Experience (2 years)
- Nurses Aide (1 year)
- Direct Patient Care (2 years)
- Unit Secretary (1 year)
- Management
- Supervising experience
- Data collection
- Intake
- Care plans
- Relationship management
- Contracts
- Contracts
- Social Work
- Crisis Intervention
- Mental Health Counseling
- Cheerleading
- Behavioral Therapy
- Case Management
- Financial Report Writing
- Problem-solving
- Flexibility
- Team Work

- Reliability
- Autism Experience
- Cognitive Behavioral Therapy
- Motivational Interviewing
- Interviewing
- Hospital Experience
- Shift Management

Languages

- Spanish - Beginner

Certifications and Licenses

CPR/AED

March 2019 to March 2020

CPR/AED/FIRST AIDE CERTIFIED

First Aid Certification

Assessments

Customer Focus & Orientation — Highly Proficient

June 2019

Responding to customer situations with sensitivity.

Full results: [Highly Proficient](#)

Work Style: Conscientiousness — Proficient

May 2019

Measures a candidate's tendency to be rule-abiding, well-organized, hard-working, confident, and think before acting.

Full results: [Proficient](#)

Typing — Proficient

October 2019

Transcribing text using a standard keyboard

Full results: [Proficient](#)

Work Style: Reliability — Highly Proficient

October 2019

Tendency to be dependable and come to work

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Currently full time Nursing Student at Luzerne County Community College

Completed 500 Clinical Internship hours at the Office of Youth and Family Service (Children and Youth)

Work study student for Penn State Worthington Scranton Admissions Office (2 years)

Clerical Internship completed with Penn State University (1,000 hours)

Community Service Hours completed at:

- Saint Joes
- St. Francis Soup Kitchen
- Volunteers of America
- Lackawanna County Human Development
- The Write Center

Greek Life

- Phi Sigma Kappa

Greek Life Honor Society

- Phi Kappa Phi

Penn State Worthington Scranton

- Paranormal Society treasure (2018)
- Male Cheerleader (2017-18)
- Lion Ambassador (2013-2018)
- Penn State Alumni Association (2018- Current)