

KG

Kimberlytta Gayle

Professional Summary

Results-driven and highly motivated professional with extensive experience across managerial, marketing, sales, customer service, and human services sectors. Adept at leading teams, with a proven ability to drive results in fast-paced environments. Strong in analytical thinking, organization, and communication, with a talent for adapting to change, solving complex problems, and developing innovative strategies. Known for being a proactive self-starter, capable of managing multiple priorities while maintaining a high standard of performance

Work History

Cayuga Centers - Skill Coach / Program Manager of Florida Programs

Boynton Beach, FL

05/2018 - 01/2025

- Assessed parental progress in achieving service goals through observations, interviews, and feedback from service providers, leading to more informed intervention strategies
- Conducted monthly in-person home visits with youth, parents, and foster parents, ensuring child safety, well-being, and progress toward permanency
- Worked closely with youth in foster care to develop and achieve individualized goals, ensuring consistent progress through weekly check-ins
- Attended school meetings and clinical meetings to advocate for youth, address concerns, and coordinate necessary services

Children Home Society - Dependency Case Manager

West Palm Beach, FL

12/2016 - 05/2018

- Collaborated with a multidisciplinary team, including judges, to ensure the safety and well-being of children in the dependency system, resulting in informed legal and welfare decisions.
- Attended court hearings and provided recommendations based on comprehensive case assessments, leading to appropriate placements and services for children.
- Collected and analyzed information through home visits and family interviews, which supported case decision-making and permanency

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Skills

- Customer Service Relations
- Administration & Office Operations
- Behavioral Management
- Community Outreach
- Student Assessment & Audit
- Marketing Analysis
- All Versions of Windows
- Human Services & Counseling
- Employee Relations
- Microsoft Office Suites
- Student Counseling
- Negotiation & Sales
- Uphold Company Compliance
- Autism Spectrum Disorders
- Managerial & Supervisory
- Time Management & Scheduling
- Complex Problem Solving
- Database Management
- Health & Wellness
- Instructing & Tutoring

planning.

- Developed and implemented safety and case plans, conducted home studies, and prepared judicial reviews, ensuring compliance with legal and child welfare regulations.

Renaissance Learning Academy - Special Education Teacher: (ASD)

Palm Beach, FL

08/2015 - 03/2017

- Implemented tailored instructional strategies, including phonetics, multisensory learning, and repetition, resulting in increased student engagement and comprehension
- Utilized behavior modification techniques and positive reinforcement, helping students develop appropriate social behaviors and emotional regulation
- Conducted meetings with parents and guardians to discuss student performance, resulting in increased parental involvement and support in their child's education
- Developed and executed Individualized Education Plans (IEPs), leading to measurable improvements in students' educational, physical, and social development

The Restoration House - Intern

Ft. Pierce, FL

06/2016 - 08/2016

- Facilitated life skills instruction, group counseling, and addiction recovery activities, resulting in improved coping strategies and personal development for participants.
- Supported social workers in developing and implementing substance abuse recovery and rehabilitation programs, leading to more structured and effective interventions.
- Provided social support, encouragement, and resources to TRH-participating families, enhancing their stability and overall well-being.
- Identified and connected clients with available benefits, social services, and community resources, which increased access to essential support systems and improved client outcomes.

Team PBS Positive Behavior Supports Corporation - Behavioral Assistant

Palm Beach, FL

02/2014 - 08/2014

- Provided individualized support to service recipients facing challenges in interpersonal relationships, social interaction, and behavioral conduct, resulting in improved coping skills and progress toward educational and vocational goals
- Communicated with staff regarding student progress and ensured accurate and timely documentation, leading to more effective case management and intervention planning

- Organizational & Planning
 - Instructional Technology
 - Judgement & Decision Making
 - Case Management
 - Adult Monitoring & Assessment
 - Deductive Reasoning & Active Listening
 - Life Skills Instruction
 - Zero Tolerance for Persons with Disability
 - Behavior Assistant Training for Positive Behavior Support
 - CBHCMS
 - CWCM
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Education

Restoration House 250 Hours

Ft. Pierce, FL

Internship

05/2016

Indian River State College

Ft. Pierce, FL

Bachelor of Science: Human Services:
Social Work

05/2015

Indian River State College

Fort Pierce, FL

Associate of Arts: Human Services: Social
Work

- Encouraged appropriate social skills and peer interactions through structured activities, resulting in improved student engagement and social development
- Aided in the execution of behavior plans by monitoring and reporting daily data, which contributed to informed decision-making and plan adjustments

Ashley Furniture Homestore - Office Administrator

Palm Beach, FL

01/2008 - 01/2010

- Managed records related to inventory, personnel, orders, and supplies, ensuring efficient stock levels and timely ordering, leading to reduced shortages and improved operational efficiency
- Developed and implemented strategies to introduce sales concepts and products to customers, resulting in increased sales and enhanced customer engagement.
- Provided guidance to employees in handling complex inquiries and resolving disputes, which improved customer satisfaction and staff problem-solving skills.
- Audited client contracts, reconciled cash transactions, and processed daily deposits, ensuring accuracy and compliance with financial procedures.

Staying Alive Fitness - Front Desk Manager

Palm Beach, FL

05/2005 - 05/2008

- Managed 70% of the company's purchase orders for raw materials, ensuring timely procurement and cost-efficiency, which contributed to smooth production and reduced operational delays
- Prepared and managed work schedules, deadlines, and duty assignments for the front office team, resulting in improved productivity and timely completion of tasks
- Monitored daily operations to ensure adherence to health, safety, and hygiene standards, reducing workplace incidents and ensuring regulatory compliance
- Assessed employee performance and provided constructive feedback for improvement and growth, enhancing team morale and optimizing performance

IBIS Golf & Country Club - Receptionist

Palm Beach, FL

03/2004 - 03/2005

- Resolved guest complaints efficiently, enhancing customer satisfaction and maintaining a positive guest experience
- Managed the telephone switchboard, handled messages, provided information, and scheduled tee times, optimizing communication and service flow

- Greeted guests upon arrival, assessed the purpose of their visit, and directed them to appropriate destinations, ensuring seamless guest interactions.
- Coordinated appointments, processed faxes, maintained filing systems, and managed calendars, supporting the organization of administrative tasks and efficient operations.