

Kevin Tran

Residential Specialist

Residential Specialist with 4 years in adult mental health and supported living homes, now running daily care for a 6-bed home for adults with serious mental illness. Practices trauma-informed care and crisis intervention, manages medication assistance and appointments, and writes clear progress notes for case managers. Works independently on shifts with empathy for residents and families.

✉ kevin.tran@email.com ☎ (804) 555-0127 📍 Richmond, VA 🌐 linkedin.com/in/kevintran



EXPERIENCE

Residential Specialist

03/2024 - Present

James River Community Homes

Richmond, VA

6-bed supportive group home for adults with serious mental illness.

- Manage daily care for 6 residents, including meals, chores, budgets and appointment schedules.
- Administer medication assistance from blister packs after state medication training, with zero errors in 2025.
- Coordinate 20+ medical, psychiatry and therapy appointments a month and drive residents to each one.
- Apply trauma-informed care in daily coaching, cutting resident incidents from 9 to 3 a quarter.
- Write progress notes against each resident's service plan goals for 3 case managers.

Direct Support Professional

07/2022 - 02/2024

Chesterfield Supported Living

Chesterfield, VA

Supported living homes for adults with intellectual disabilities and mental illness.

- Supported 4 adults with daily living skills, community outings and job coaching.
- Recorded behavior data and incident reports in the agency's EHR each shift.
- Responded to behavioral crises with Mandt de-escalation, avoiding any physical holds in 19 months.
- Prepared meals to resident diet plans for 4 people, including 2 diabetic diets.



CERTIFICATES

DBHDS Medication Administration Training

03/2024

Virginia Department of Behavioral Health and Developmental Services

The Mandt System

08/2022

The Mandt System, Inc.

CPR and First Aid

02/2025

American Red Cross



SKILLS

Trauma-Informed Care
Crisis Intervention
Medication Assistance
Progress Notes
Daily Living Skills
Incident Reports
De-escalation
EHR
Empathy
Customer Service



EDUCATION

Bachelor of Social Work

05/2022

Virginia Commonwealth University
Richmond, VA
Social Work