**Lyle J. Oiler Jr.**

107 West Liberty Street, Quincy MI 49082

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### Summary

Dedicated and self-motivated individual that possesses easily transferable skills such as organization, communication and writing skills. Proven ability to work well under difficult circumstances and provide a high level of service to clients. Organized and able to complete projects on time while performing many tasks simultaneously. Accustomed to a high level of responsibility and working effectively in both team situations and individually.

**Core Competencies**

Mentoring

Leadership

Customer Service

Written & Oral Communications

Relationship Building

Time Management

Organizational Skills

**Professional Experience**

**Hillsdale Comm. Health Center** Hillsdale, MI 2009-present

*Psychiatric Technician*

* Run therapeutic groups such as dialectical behavior therapy, coping skills, and self esteem
* Interact with clients on a 1:1 basis
* Assist nurses and doctors as needed
* Provide detailed and accurate charting on clients in regards to their progress
* Ensure safety of clients during their hospitalization
* Attend training seminars to remain up to date with health care and treatment policies
* Nominated for two Gold Stars for exemplary performance
* Promoted to Peer Interviewer for all potential hires

**Coaching Experience**

**Prairie Heights High School** LaGrange, IN Aug. 2004-Nov. 2005, August 2011-November 2011

*Assistant Football Coach*

* Running backs and Secondary Coach
* Junior Varsity Defensive Coordinator
* Reviewed film and created weekly game plans
* Created Special Teams schemes for each opponent

**Quincy High School** Quincy, MI March 2009-June 2009

*Assistant Baseball Coach*

* Assistant Junior Varsity Coach
* Coordinated fielding drills for outfielders and catchers
* Implemented hitting and bunting drills

**Education**

BA, in General Studies with a minor in history and minor in psychology, Trine University, Angola, IN

MBA in Sports Management, Tiffin University, Tiffin, OH

GPA: 3.67 Graduation: May 2014

**Technical Skills**

Microsoft Office, Access, Outlook