

Bryan Buchanan

bbuchananCA@gmail.com - (716)380-0981

Supported
Employment
Job Placement
Services
Pre-ETS/ PE
Work Readiness
Assessment Svcs.
Adjunct Svcs.

790 Ridge Road – Lackawanna, New York 14218
bbuchanan@OLVHS.org

WORK EXPERIENCE

Job Developer / Vocational Specialist

Baker Victory Services, The WAY Program - September 2014 to present

Responsibilities

Supported Employment services for clients of OPWDD and ACCES VR

Assist clients in developing Job Readiness Skills, resume building, interview preparation, job search leading to employment, job coaching and job retention after employed.

Training

Tier 1 Certification and **Tier 2 Certification** plus 3 courses in **Tier 5** completed through **NYS CASE Innovations Certification** completed plus continued annual course trainings through **Eleversity**

Owner – Manager

Allegro Cafe & Catering - Buffalo, NY - June 2002 to July 2014

Responsibilities

responsible for catering contracts, inventory management, marketing via print and electronic medium, staff hiring, training, scheduling, payroll and evaluation, budget preparation, analysis and evaluation, customer service, licensing requirements

Accomplishments

12 years of operation in a very competitive business field

Skills Used

organization, multitasking, problem solving, customer service, proficient in MS Office, time management skills, networking, team building skills

Educational and Industrial Outside Sales Territory Manager

Houghton Mifflin, Solvox, Premier, Nystrom - Boston, MA - March 1984 to June 2002

Responsibilities

responsible for sales growth and customer service for geographic area, responsibilities included sales tracking and order satisfaction, scheduling meetings and appointments, customer follow-up via phone, print and electronic mediums, sales presentations, expense reporting and management

Accomplishments

Achieved double digit sales growth annually

Skills Used

Self-motivated, goal oriented, problem solving, multitasking, interpersonal skills, networking

Chemistry Teacher

Gloversville School District - Gloversville, NY - September 1973 to January 1984

EDUCATION

Master of Science in Education - Supervision and Curriculum Development

University at Albany
1978

Bachelor of Science in Chemistry

University at Albany
1973

SKILLS

Excellent Organizational Skills
Strong Customer Relations Skills
Ability to Multi-Task
Strong Time Management Skills
Computer proficiency in MS Office
Inventory Management
Staff Hiring, Training, Scheduling and Evaluation
Marketing
Budget Management

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CARRIE FEHRMAN

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Buffalo, NY 14226

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(716)720-6695

WORK EXPERIENCE:

OLV HUMAN SERVICES-Buffalo, NY

February 2019-Current

Vocational Specialist

- Assist individuals in obtaining and maintaining competitive community employment
- Assist the individual with problem solving work related problems, improving soft skills and work readiness skills
- Evaluate individuals and recommend services to best fit the individual's needs
- Schedule multiple individuals within a regular work week
- Supervise adolescence and young adults

AUTISM SERVICES INC.-Buffalo, NY

August 2016-February 2019

Direct Support Professional-Day Program

- Planned activities and outings for adults with Autism
- Transported individuals to and from program
- Assisted in Behavioral interventions per individual's plan
- Trained in SCIP-R and Ukeru methods of behavioral interventions
- Administered individual's daily medications
- Assisted at individual's group homes when needed

THE RESOURCE CENTER- Jamestown, NY

August 2015- July 2016

Direct Support Professional-Residential

- Attended to the daily needs of individuals with disabilities
- Administered individual's daily medications
- Trained in SCIP-R method of behavioral interventions

HAFF ACRES-Mayville, NY

May-August 2015

Sales Associate

FINDLEY CAMP AND RETREAT CENTER—Findley, NY

2011-2014

Kitchen Worker and Counselor

EDUCATION:

FREWSBURG CENTRAL SCHOOL Frewsburg, NY 2011
High School Diploma

HOUGHTON COLLEGE—Houghton, New York 2015
Bachelors in Fine Arts degree
Major: Art
Minor: Psychology

OTHER ART-RELATED EXPERIENCES:

2019 **IndicatorArt**, East Aurora, Instructor
Teaching people with disabilities how to make art

2015 **Art Camp**, Camp Findley, Instructor
Teaching kids fundamentals of art drawing

2012-2015 **Artist Guild**, member
Campus art workshops

2008 **Art Excellence Camp**, Houghton College
Learning basic fundamental art drawing and photography

TRAININGS AND CERTIFICATIONS:

2020 Tier 1 Completed of NYS CASE training
2020 OPWDD Innovations training through Eleversity
2021 CPR/First Aid Certified
2021 Tier 2 Completed of NYS CASE training
2021 OPWDD Innovations training through Eleversity
2021 Risking Connections Completed Training
2022 OPWDD Innovations training through Eleversity

ADELIA GUELI

VOCATIONAL SPECIALIST

I have a mixed background in food service/hospitality and human services. I believe in commitment to the elderly and disabled populations. My hospitality experience provides me with excellent communication and interpersonal skills.

EXPERIENCE

VOCATIONAL SPECIALIST, OLV Human Services

May 2023-Present

Assist clients with preparing for, searching for, and maintaining employment. Complete pre-employment assessments, when necessary, complete updated case notes.

PREP COOK, The Lunchbox

June 2022-April 2023

Prepared hot and cold food items for FOH, completed catering orders.

DAY HABILITATION AIDE, Aspire of WNY

June 2015-June 2016

Assisted individuals with all aspects of daily living, used creativity to problem solve and work with peers. Designed and completed activities aimed to improve daily living skills of those served.

EDUCATION

BACHELOR OF SCIENCE

Anthropology Major, SUNY
Buffalo State
2017-Present

CONTACT INFO

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INTERNSHIP

INTERNATIONAL INSTITUTE OF BUFFALO

January-June 2018

Worked directly under case manager and assisted with finding housing, medical care, and employment for recent immigrant families. Prepared notes and documents for the case manager.

LOGAN TOTH

Supported Employment
Job Placement Services
Pre-ETS/ PE
Work Readiness

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Tonawanda, NY 14150

EXECUTIVE SUMMARY

I am a communication studies major who is aspiring to become a social media manager for a professional sports team. My hope is to make social media a positive place for people of all types to use and enjoy.

SPECIALIZATIONS

- Special Education Work
- Social Media Proficiency (Instagram, TikTok, YouTube)
- Care-Giving For People With Disabilities
- Customer Service
- Journalistic Writing

WORK EXPERIENCE

Homegoods, Associate: May 2021-December 2021

- Communication skills
- Customer assistance
- Processing products

Cradle Beach, Counselor: June 2022-Present

- Leadership
- Care-giving
- Leading activities
- Creativity
- Critical thinking

OLV Human Services, Vocational Specialist: January 2023-Present

- Job coaching
- Career development
- Teaching hard, soft skills for employment
- Resume writing
- Case management
- Communication with various worksites

EDUCATION HIGHLIGHTS

SUNY Buffalo State

BA Communication | 2019 – Present
Inducted to Communication Honors Society in 2022
Graduated in January 2024

Sweet Home High School

2015- 2019

- Graduated with advanced regents diploma
- Manager of Varsity Lacrosse team
- Member of Panther Eye student newspaper