

Bryan Buchanan

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

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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