

(qualified to provide Pre-ETS, SEMP intensive/extended, SEMP adult/youth extended. Job Placement)

JANE M. REICH

24 Oakland Avenue, East Northport New York 11 631-261-2633 JReich@centerfordd.org

SUMMARY

Dedicated and effective leader who excels at innovation and change management. Strong analytical skills combined with excellent multitasking and time management skills, with a unique capacity for troubleshooting and facilitating revitalization of services.

CORE COMPETENCIES

Leadership/ Team Building
Labor Relations
Strategic Planning
Project Management

Systems Implementation
Adaptability
Problem Solving
Resourcefulness

WORK HISTORY

Director of Day and Employment Services, Center for Developmental Disabilities Inc.

1995 - Present

- Oversee programmatic and fiscal management of the Day Habilitation, Community Habilitation and Vocational Support Services supporting 200+ adults with intellectual disabilities.
- Substantially improved performance of Day Treatment program and increased billing census.
- Collaborated with stakeholders to obtain and develop additional services in concert with agency goals and completed ACCESS-VR Grant and OPWDD Certificate of Need applications.
- Developed, implemented and expanded program initiatives including; Day Habilitation services, Supported Employment, Pathway to Employment, and the Employment Training Program.
- Participate in labor relations and provide leadership in personnel administration.
- Served on key agency committees; Program Committee of the Board of Directors, Labor/Management Negotiations Team, Policy Review, Human Rights, Incident Review and Corporate Relations Committees.

Director of Quality Assurance, Center for Developmental Disabilities Inc.

1992 -1995

- Oversaw the ongoing assessment of regulatory compliance and program quality through the development and implementation of program monitoring systems.
- Served as agency resource regarding compliance issues and regulatory education.
- Strengthened leadership team performance through ongoing education.
- Served as the liaison between the Center and various state oversight agencies.

Director of Adult Residence Program, Center for Developmental Disabilities

1989-1992

PROFESSIONAL ACCOMPLISHMENTS

Three term Board President of Youth Directions & Alternatives (YDA) a non-profit community and youth agency serving the school districts of Elwood, Harborfields, and Northport New York. Volunteer Member on Board of Directors since Fall 2009.

Chairperson of the Surrogate Decision-Making Committee for the New York State Commission on Quality Care for the Mentally Disabled. These Committees are an alternative to the courts to provide consent or to refuse major medical treatment for persons with mental disabilities who are unable to provide their own informed consent and have no family or guardian to provide or withhold surrogate consent on their behalf. Appointed to SDMC in May 2003. Serve as a Chairperson since 2008.

Awarded multiple Supported Employment Grants including one of only three *Hard to Place Grants* given within the State of New York by The State Education Department's Adult Career and Continuing Education Services.

Fulfilled primary leadership role in the successful review of the Day Treatment and Day Habilitation Programs by the NYS Office of Medicaid Inspector General resulting in back to back "*no further action warranted*" findings. Consistently receive excellent OPWDD- DQA audit reviews of our Day Treatment, Day Habilitation and Supported Employment Programs.

Over twenty years' experience conducting, supervising and reviewing allegation of abuse and serious reportable investigations. Level one certification in Conducting Serious Incident Investigations through *labor Relations Alternatives Inc.* June 2012.

Past President of the Hicksville-Jericho Rotary Club. A service club of like-minded business and professional leaders from the Hicksville-Jericho community who work on improving our community through local, national and international humanitarian activities. Awarded the Paul Harris Fellow and Woman in Rotary distinction in 2008. Board President July 2007-June 2008. Club member October 2004 to June 2009.

EDUCATION

Master's in Public Administration, Long Island University, School of Business and Public Administration, Brookville N.Y. July 1992 Concentration in Health Care Finance. Member of Pi Alpha Alpha National Honor Society for Public Affairs and Administration.

Bachelor of Arts, State University of New York, College of Arts and Science at Geneseo, New York. Major: Sociology Minor: Special Education. May 1982

Jillian Salvati

Assistant Director of Vocational Services

2602 Vista View Drive, Farmingville, United States, 11738 / 631-690-0948 / Jillian.Salvati@yahoo.com



Professional summary Assistant Director of Vocational Services with over 15 years of extensive expertise in program management and vocational evaluation. Demonstrates strong leadership and stakeholder communication skills, fostering a collaborative environment to ensure effective service delivery. Passionate about enhancing vocational support services and committed to empowering individuals through innovative transition planning and rehabilitation counseling.

Skills

Vocational evaluation
Team leadership
Case management
Disability assessment
Career counseling
Curriculum design

Job placement
Program management
Transition planning
Client interviewing
Documentation
Training and development

Education

MAY2018
UNIONDALE, NEWYORK

Master of Science in Education, Specializing in Rehabilitation and Mental Health Counseling, Hofstra University

MAY2015
WESTBURY, NEWYORK

Bachelor of Arts in Sociology, Suny College at Old Westbury

Accomplishments

- Member of Chi Sigma Iota - International Honors Society for Counseling
- Vice President for Rehabilitation Counseling Student Association 8/2016-5/2016
- Nominated for Northwell Health's Presidents Award: Teamwork 2017
- Northwell Health's Presidents Award: Eastern Region Winner Teamwork 2018

Employment history

OCT 2020 - PRESENT
BETHPAGE, NEWYORK

Assistant Director of Vocational Services, The Center for Developmental Disabilities

Manage daily vocational services, ensuring seamless operations and stakeholder coordination. Lead a team, overseeing hiring, performance evaluations, and professional development. Cultivate strong relationships with participants and families, enhancing service satisfaction. Ensure precise documentation and timely data submission for effective program management. Foster collaboration among agencies, promoting a person-centered approach for participants. Drive strategic leadership in vocational support initiatives, cultivating positive relationships with participants and families to enhance program effectiveness. Oversee comprehensive supervision of program staff, including performance evaluations, task assignments, and strategic recommendations for team development.

MAR2019 -OCT2020
HAUPPAUGE,NEWYORK

Mental Health Specialist, Advance Care Alliance

Reviewed cases and advised care managers for improved service delivery and clinical outcomes.
Collaborated with teams to educate families, enhancing health and reducing risks.
Connected with community providers to ensure timely service referrals.
Worked with training departments to enhance care management staff skills.
Supported discharge planning for optimal care outcomes.
Conducted comprehensive case reviews, providing clinical recommendations to enhance service delivery and coordinated care for individuals with complex needs.
Partnered with care coordination teams to deliver targeted training, promoting health and wellbeing whilst mitigating risk factors for service users.

SEP 2013 - MAR 2019
AMITYVILLE,NEWYORK

Lead Vocational Rehabilitation Counselor, South Oaks Hospital

Led school district collaborations for effective transition services.
Evaluated individuals' disabilities and vocational goals.
Administered and interpreted vocational tests for actionable insights.
Provided comprehensive transition and job placement support.
Contributed to IEP development with vocational recommendations.
Spearheaded transition services for school districts, evaluating individuals to determine disability levels and establish vocational goals.
Administered and interpreted diverse vocational tests, providing crucial data for rehabilitation planning and IEP development.

SEP 2017 - APR 2018
HAUPPAUGE,NEWYORK

Vocational Rehabilitation Intern, ACCES-VR

Assessed client eligibility for services, determining vocational goals.
Collected socioeconomic and medical data to support evaluations.
Provided personalized career counseling to enhance client outcomes.
Developed comprehensive case notes with strong written skills.
Facilitated client understanding of vocational opportunities.
Conducted comprehensive assessments to determine disability levels and service eligibility, employing analytical skills to formulate feasible vocational goals for clients.

MAY2010 - JUN 2013
BOHEMIA,NEWYORK

NYS Certified Teacher's Assistant, AHRC Suffolk

Guided students in daily skills and curriculum, enhancing learning outcomes
Implemented individualized instruction for students with diverse needs, enhancing academic performance and social skills development.
Fostered a positive learning environment, promoting appropriate classroom behaviour and facilitating student engagement in academic activities.
Achieved NYS Teacher's Assistant Certification, expanding professional capabilities to better support student learning outcomes.

David Murray

(qualified to provide SEMP services and Pre-ETS)

◆ Westbury, NY

◆ (917) 750-7862

◆ dfmurray@outlook.com

PROFESSIONAL PROFILE

Creative thinker and new program starter skilled at steering project management processes; building collaborative, goal-oriented teams; cultivating strategic partnerships; elevating communications in support of business objectives; enhancing systems with an analytical and control mindset; and building relationships with key audiences to influence outcomes.

AREAS OF EXPERTISE

- Financial & Operational Analysis & Reporting
- Workflow & Process Management
- Strategic & Business Development
- People Management & Development
- Project Management
- Financial & Corporate Communications
- Client Relationship Management
- Investor & Public Relations

PROFESSIONAL EXPERIENCE

The Center for Developmental Disabilities, Inc.

Hicksville, New York

Supervisor, Vocational Support Services Nov. 2022 - Current

- Partner with the Assistant Director in overseeing the day-to-day operation of Vocational Support Services
- Provide direct supervision to the Vocational Rehabilitation Counselor Assistants, Employment Training Specialists and Job Coaches to ensure that services are delivered and documented as prescribed
- Build and maintain positive working relationships with program participants, families and advocates, business and community partners, employers, as well as other program stakeholders
- Ensure the accurate and timely documentation and submission of data related to vocational support services
- In conjunction with the Vocational Support Services leadership team, ensure that program services are being provided in a fiscally responsible manner
- Facilitate cooperation and coordination among all stakeholders to foster a person-centered approach for all individuals participating in the Vocational Support Services program

Wm. Erath & Son, Inc.

Amityville, New York

Executive Manager

Oct. 2019- Dec. 2021

- Collaborated with executive team to determine and prioritize business strategies
- Identified key performance metrics and developed structures and tools to track progress for multiple functions
- Developed recommendations to solve critical challenges employing a data-driven approach
- Drafted and/or reviewed internal and external communications for the leadership team
- Coordinated, supervised and/or directly executed operational, legal, marketing, FP&A, and other foundational components to support the company's strategic objectives
- Defined, documented, and drafted standard operating procedures and policies to increase efficiency and scalability over time
- Partnered with leadership on sourcing, interviewing, evaluating, and hiring department personnel

Kulanu Center for Special Services

Cedarhurst, New York

Coordinator of Employment Operations, Adult Services Division

Jan. 2018 - Nov. 2018

- Drove the daily operations and strategy execution of employment services to meet program goals
- Ensured compliance with federal and state regulations, as well as company policies and procedures
- Managed staff and resources to maximize revenue against quality of services provided while capturing cross-program opportunities to organically grow income generating activities
- Developed and maintained a database of participant information and billable services for reporting, analysis, and accounting purposes; presented results to executive team
- Provided fiscal oversight of employment services including adhering to program budget, monthly reporting, recommendations for increased revenue and cost cutting measures, as well as forecasting

Coordinator of Business Development, Adult Services Division**Jun. 2016 - Jan. 2018**

- Developed and executed on strategic initiatives to expand networks and build relationships with funders, employers, support coordinators, business and community partners, and other stakeholders to ensure quality services and competitive market positioning

Business Development, Adult Services Division**Jun. 2015- Jun. 2016**

- Reviewed existing business partnerships to evaluate employer demand and usage to determine how best to improve and/or leverage relationship to meet vocational support services program objectives
- Identified and developed a strategic partnership plans that served both the employers' and vocational support services program needs
- Acted as the liaison among employers, the program and other employment and vocational service partners

Job Developer & Job Coach**Jun. 2014 - Jun. 2015**

- Employed person-centered, career planning approach to develop job opportunities that match the individual's skills, work experience, related training and interests
- Engaged in community-based job development/exploration activities based on their skills, work experience, hobbies and interests to better assess vocational skills and work-readiness and improve job matching
- Customized resumes, cover letters and other related materials for identified opportunities
- Maintained relationships with existing employers and established relationships with new employers who are willing to hire clients.

Amazon.com, Inc.**Copywriter, Publishing (Freelance)****Seattle, Washington****Aug. 2012 - May 2014**

- Drafted marketing copy for Amazon Publishing and CreateSpace book titles to suit a variety of promotional purposes, including cover text, social media, Amazon.com Web content and other marketing channels

Manufacturer's Ambassador**Sales Manager****New York, New York****Sept. 2005- Mar. 2010**

- Responsible for managing distributors, tier II and internet retail accounts in Consumer Electronics industry
- Managed approx. \$1.0M advertising budget and created reporting system to evaluate performance
- Developed point-of-sale reports tracking approx. 100 SKU product line sold across most major retailers
- Conducted product sell-through analysis to support recommendations to Replenishment Managers as well as to underscore forecasts

Stanton Crenshaw Communications**Senior Account Executive - Financial Services****New York, New York****Mar. 2003 - Sept. 2005**

- Responsible for managing day-to-day account services and media outreach programs for financial services clients, including alternative investment firms Bain Capital, Veronis Suhler Stevenson and Gordon Brothers Group
- Provided communications support and strategic counsel on financial transactions
- Identified and arranged speaking opportunities for high-level executives at conferences and special events

COMMUNITY LEADERSHIP**Village of Westbury****Member of the Zoning Board of Appeals****Westbury, New York****Jun. 2008 - Sept. 2017**

- Conduct public hearings to listen to petitions from property owners and other aggrieved parties challenging the requirements of the zoning law and permitted property uses, granting variances of the Village's Zoning Code when there are evident hardships
- Perform advisory functions to the Village Board of Trustees on zoning matters

EDUCATION

Binghamton University (State University of New York)
Bachelor of Arts - Economics

Danielle Greenwood

East Northport, New York 11731 | 631-848-9314 | dani_cari@yahoo.com

Recent Work Experience

The Center for Developmental Disabilities

Business Engagement Specialist

Provide people with intellectual and/or developmental disabilities access to all the benefits of their community.

- Responsible for site development for both volunteer and paid work experiences.
- Maintain and grow relationships with existing, new and prospective employers, and create work programs with business partners.

Hicksville, New York

August 2024 - Present

Family Service League

Volunteer Coordinator

Recruit and manage new volunteers and interns for FSL through marketing materials, social media, and community outreach
Pair volunteers and interns with the over 60+ programs offered by FSL by utilizing web-based programs and completing background checks with the state and county. Exceeded yearly expectations by increasing the number of active volunteers by 50% each year during my employment

Collaborate with the Chief Development Officer and Development Director to help maximize their fundraising efforts by engaging with prominent donors and corporate teams during campaigns and special events

- Earned title of "official" proofreader of all published documents written by the Development Team

Huntington, New York

June 2021 – August 2024

Eastern Suffolk BOCES

Job Coach/per diem

Assist developmentally challenged adults with tasks necessary to find and retain employment

- Work as a liaison between family, employer, case manager, and client
- Develop work ethics and soft skills for individuals to maintain employment while empowering them to self-advocate by using their own voice to express concerns and needs to employer

Oakdale, New York

December 2020 – Present

Career Break: October 2013 – December 2020 (Raising Children/ Volunteer)

YMCA

Member Services

Responsible for selling and upgrading memberships and programs to Huntington community members

- Increased and up-sold memberships yearly by over 25%
- Worked closely with Membership Director to design marketing materials and create membership Special Events and Competitions.

Huntington, New York

September 2007 – October 2013

Gurwin Jewish Geriatric Foundation

Director, Special Events

Collaborated with CEO and prominent donors to develop and execute fundraising events to support the mission of the organization

- Implemented programs with department directors to support their efforts to raise awareness of their financial needs
- Wrote proposals, attended networking meetings, and cold-called potential targets for corporate funding and sponsorship
- Organized various member and volunteer events on the Gurwin campus, such as resident graduations, resident proms, volunteer award dinners, annual photography contests
- Managed employees, board members, and volunteers to ensure maximum production to achieve fundraising goals

Commack, New York

December 1999 – March 2007

Education and Certifications

University at Albany, State University of New York Albany, New York

Bachelor of Arts with a Major in Psychology / Minor in Spanish

Long Island University – C.W. Post Brookville New York

Certification in Fund Raising Management

Suffolk BOCES Smithtown New York

New York State Teaching Assistant Certification

Additional Information

Technical Skills: Proficient in Microsoft Office, Social Media, Donor Perfect

Language: Proficient in Spanish

KATHLEEN HANLEY

EMPLOYMENT TRAINING SPECIALIST

CONTACT

631-617-0721

Kathleenhanley18@yahoo.com

EDUCATION

University at Buffalo

Masters of Science in Rehabilitation
Counseling
August 2022-present

Farmingdale State College

Bachelor of Science in Psychology
Concentration: Rehabilitation Counseling
December 2022

PROFESSIONAL SUMMARY

Motivated and resourceful Employment Training Specialist with a strong commitment to empowering individuals to achieve career success. Currently pursuing a graduate degree in Vocational Rehabilitation Counseling, bringing a solid foundation in career development, job coaching, and skills training for diverse populations. Skilled in creating personalized employment plans, delivering work readiness training, and fostering inclusive workplace environments. Passionate about leveraging advanced education and hands-on experience to bridge the gap between individuals with barriers to employment and meaningful career opportunities.

SKILLS

- FAMILIARITY WITH VOCATIONAL REHABILITATION PRACTICES AND EMPLOYMENT LAWS (E.G., ADA COMPLIANCE)
- CAREER COUNSELING AND JOB PLACEMENT STRATEGIES
- ACTIVE LISTENING
- EMPATHY AND COMPASSION
- CLIENT ADVOCACY
- COORDINATION OF SERVICES AND RESOURCES
- DOCUMENTATION AND RECORD KEEPING
- TIME MANAGEMENT AND PRIORITIZATION

EXPERIENCE

The Center for Developmental Disabilities

Employment Training Specialist 4/2024-present

Job Coach 8/2022-4/2024

Specialize in assisting individuals with disabilities and their barriers to employment in achieving and maintaining meaningful work. Key responsibilities include conducting vocational assessments to identify clients' strengths, interests, and support needs; developing and implementing individualized employment plans; and providing one-on-one job coaching. Building relationships with employers to create inclusive workplaces, advocate for workplace accommodations, and offer ongoing support to ensure long-term employment success. Facilitate skills training, promote independence, and document progress to meet program and compliance standards.

Panera Bread

Cashier 9/2021-7/2022

Responsible for delivering exceptional customer service while efficiently managing the point-of-sale system. Key duties include greeting guests, taking accurate orders, handling payments, and ensuring a smooth checkout experience.

Bethpage Ballpark

Concession Manager 4/2017-8/2021

Responsible for delivering exceptional customer service while efficiently managing the point-of-sale system. Key duties include greeting guests, taking accurate orders, handling payments, and ensuring a smooth checkout experience.

TERRI FORTE

EXECUTIVE PROFILE

Dedicated, resourceful, goal-oriented professional with successful managerial talents and the ability to effectively service longstanding relationships. Self-starter with strong initiative, attention to detail and firm follow-through.

- Communication - Fosters productive relationships with colleagues, clients and staff at all levels.
- Management - Excels at coaching to bring out the best in people and ensure optimal performance.
- Customer Service - Ability to establish priorities in multiple situations and organize workload for effective results.

EXPERIENCE

2014---current The Center for Developmental Disabilities, Hicksville, NY
Vocational Rehabilitation Counselor Assistant

- Train individuals with disabilities to learn and perform their work duties for maximum efficiency and productivity.
- Coach to improve interpersonal skills necessary in the workplace.
- Promote person-centered approach in seeking competitive employment for individuals.
- Cultivate mutually beneficial relationships between employees and employers to ensure optimal performance and successful integration of individuals into the workplace.
 - Maintain accurate records according to state and federal regulations.

1990-2012 ALK-Abello, Inc. (Center Labs) *Head*
of Logistics/ Project Implementation

Port Washington, NY
2012

- Key Project Leader for SAP implementation and Process Expert for Logistics, Pharmacy, and Formulations.
- SAP Material Master Expert for North America.
- Run Logistics department including custom order processing, formulating, material master maintenance and inventory control processes.

Director of Pharmacy Operations 2011-2012

- Responsible for Logistics and Pharmacy operations in North America.
- Led staff of 35 in Texas, New York and Ontario plants by adopting a "best practices" approach to standardize practices and reduce costs.
- Reorganized Pharmacy departments to increase efficiencies and improve compliance including consolidating US patient treatment compounding into one facility.

Logistics and Product Support Manager

2003-2011

- Manage and develop Logistics, Shipping and Receiving departments, including Cold Chain operations.
 - Manage custom order processing and formulating.
- Implemented LEAN principles and metrics analysis for overall improvement.
- Manage data processing of inventory control processes and item master maintenance.
- Developed and implemented departmental Standard Operating Procedures (SOPs)

TERRI FORTE

Product Manager-Allergy Vaccines and Supplies

1996-2000

- Managed product line targeting the professional allergy market; the company's second largest revenue generator.
- Conducted marketing functions and coordinated related activities of product line, including marketing and sales analysis, planning, budgeting, product inventory and analysis, as well as training and supporting the national sales force.
- Developed marketing plans, forecasts, pricing strategies, budgets, advertising concepts and product promotions.

Product Manager - Veterinary Services

1992-1996

- Developed a marketing plan and coordinated a new product launch that expanded the market to achieve annual sales increases averaging 25%.
- Responsibilities included product management duties listed above, as well as meeting and seminar planning, overseeing a telemarketing program and supervising a specialized customer service group.

Quality Control Chemist

1990-1992

- Performed chemical analysis of allergenic extracts to ensure quality control.
- Validated automatic titration for the Kjeldahl assay, one of the largest projects undertaken in the department by a single individual.

1988-1990 Forte Group

Hauppauge, NY

Insurance Consultant

- Serviced customers, analyzed client needs and designed individualized insurance programs.
- Developed and implemented marketing campaigns.

1982-1988 New York Life Insurance Company

Syosset, NY

Insurance Agent

- Sold concepts and underwrote personal protection, including life, health, and disability insurance, as well as investment products.

EDUCATION

State University of New York

Stonybrook, NY

Nassau Community College

Garden City, NY

- 72 undergraduate credits in Biochemistry and related Fields

State University College Oneonta, NY

- B.A., Art History; Minor, Business Economics

Continuing Education

- Maintains completion requirements for NYS CASE Tiers and NYS OPWDD Innovations Human Service Training
- Credits in Leadership, Management, Marketing, Microsoft Office including Access and Excel: Details on request
- Experience in Medisked, Microsoft Office - "Super-User" for Excel and Word, Great Plains, SAP

RICHARDWHITNEY

PROFESSIONAL SUMMARY

Skilled and dedicated Vocational Rehabilitation professional focused on helping clients improve independence and employability. Assists them with overcoming social, personal and vocational limitations by building skills through training and mentoring. Specializes in working with clients dealing with issues such as Autism and Bipolar disorder.

SKILLS

Support clients	Build work skills
Assess needs	Coordinate training
Arrange transportation	Plan rehabilitation strategies
Networking	Teamwork
Prioritization	Public speaking
Motivation	Training
Verbal communication	Analytical thinking
Planning	

EXPERIENCE

Vocational Rehabilitation Specialist Assistant, The Center For Developmental Disabilities, Mar 2015 Current, Hicksville, N.Y.

Implemented adaptations, coaching strategies and assistive devices to aid clients in changing their work or training environments to suit their abilities.

Maintained positive relationships with community groups and referral coordinators to give clients the best access to services.

Discussed the available service options relevant to each client to help them access the most useful program resources.

Provided referral assistance for clients to assist with needs such as housing, utilities and clothing.

Evaluated the abilities and needs of each client to help them set realistic goals with successful rehabilitation plans.

Monitored clients throughout the process to assess their progress, adjust strategies and improve abilities.

Supported clients closely throughout job training and placements to quickly address their issues.

Identified barriers to employment and recommended strategies to overcome issues such as inflexible schedules and transportation problems.

Conferred with medical and mental health professionals to understand the complete picture of each client's backgrounds and limitations.

Developed individualized plans with each client to achieve appropriate career goals, including college and vocational school assistance and job placement services.

Followed established guidelines and procedures for maximum regulatory compliance.

Utilized downtime to perform routine tasks, preventing service delays.

Worked well with different people to address challenges and solve problems collaboratively.

Managed daily tasks and sought opportunities to go beyond requirements and support business targets.

Used good judgment to help solve problems.

Maintained good working relationship with co-workers and management.

Educator, Garden City UFSD, Sep 2007 – Jan 2015, Garden City, NY

Supervised students in classrooms, cafeterias, halls, schoolyards, and on field trips

Developed comprehensive plans to implement subject matter in line with education goals

Assessed students regularly and customized approaches to maintain progress with educational goals

Assigned classwork and homework to enhance students' understanding of materials

Met regularly with principal to review students' progress, behavior issues, and educational plans to effectively refine and optimize approaches

Encouraged students to persevere with challenging tasks, preparing them for advanced learning opportunities

Tutored struggling students to help each understand core ideas and improve their

Educator, Uniondale UFSD, Sep 2005 – Jun 2007, Uniondale, N.Y.

Assessed students regularly and customized approaches to maintain progress with educational goals

Incorporated new technologies, instructional strategies, and teaching requirements to enhance student learning

Taught students how to explore ideas and expand their horizons through lively classroom discussions

Organized materials and classroom spaces to boost teaching efficiency and success

Graded homework and tests using electronic marking devices or answer sheets

Monitored students to identify and address problem behaviors.

EDUCATION

Master of Arts, History

Stony Brook University Stony Brook, NY

Masters of Divinity, Theology/ Psychology/Counseling

Immaculate Conception Seminary Huntington, NY

Bachelor of Arts, Sociology

SUNY Old Westbury Old Westbury, NY

Clarissa Eddins

(516) 754-1183

Clarissa.Eddins@centerfordd.org

Professional Summary

Dedicated and compassionate Job Coach with extensive experience supporting individuals in achieving their career goals. Skilled in delivering personalized career counseling, facilitating skill development, and fostering workplace success for diverse populations, including individuals with disabilities and varying levels of ability. Proficient in teaching work readiness, advocacy, and professional development, with a proven ability to build relationships with clients and employers to create inclusive and productive environments. Passionate about empowering others to reach their full potential through tailored support and innovative coaching strategies.

Education & Training

Hempstead High School

Hempstead, NY

Alison Online

Introduction to Job Search Skills, *Certificate*

Supporting People with Intellectual Disabilities & Mental Illness, *Certificate*

Experience

The Center for Developmental Disabilities, Woodbury NY

Job Coach

3/2020- present

Provide individualized support to clients with varying abilities to identify career goals and develop skills for long-term employment success. Assist clients in navigating workplace dynamics, enhancing job performance, and building self-confidence. Conduct skills assessments, create tailored action plans, and facilitate professional development workshops. Collaborate with employers to foster inclusive environments and ensure workplace accommodations when necessary.

Direct Support Professional

12/1993-3/2020

Provided compassionate care and assistance to individuals with developmental disabilities, supporting daily living activities such as personal hygiene, grooming, and meal preparation. Facilitated the development of life skills, including cooking, budgeting, and household management, to promote client independence.

Supported clients in accessing community resources, attending medical appointments, and participating in recreational and social activities to encourage community integration. Monitored and documented clients' progress, behaviors, and health updates, ensuring compliance with individualized support plans and organizational policies. Administered medications and collaborated with healthcare professionals to address client health needs. Implemented behavior support plans, employing de-escalation techniques to manage challenging behaviors in a safe and respectful manner.

Brianna Binn

232 East Fulton Avenue Roosevelt NY 11575 | (516) 242- 5853 | Brianna.binn@gmail.com |

Experience

JOB COACH

6/2024 - Present

Center For Disabilities Inc, Woodbury, NY

- Help individuals integrate into their workplace by improving their social interaction skills, building relationships with coworkers, and teaching appropriate workplace behavior.
- Provide continuous support after employment begins, checking in with both the employee and the employer to ensure the individual is succeeding and making adjustments as needed.
- Maintain detailed records of the individual's progress, challenges, job accommodations, and feedback from employers

JOB COACH

Queens Center for Progress, Jamaica, NY

10/2021 - 6/2024

- Helped individuals with disabilities maintain employment by providing coaching services
- Kept track of services provided on excel spread sheets with codes
- Attended workshops that provides additional training regarding supporting individuals with disabilities

SOCIAL MEDIA INTERN

Families for Depression Awareness, Waltham, MA

9/2020- 2/2021

- Created informative social media posts using Canva software about mental wellness
- Worked on observational measures for the Parenting Perspectives program on Zoom
- Promoted and collaborated with interns on various social media campaigns

GET-OUT-THE-VOTE CANVASSER

Planned Parenthood, Hempstead, NY

8/2018 - 11/2018

- Worked collaboratively with other canvassers to ensure effectiveness of the campaign
- Assisted the field organizer in entering data from canvasses as needed
- Provided support for crowd canvassing as needed
- Canvased door to door on Long Island to meet weekly canvassing goals of 25 houses per shift

Switchboard Operator

Mercy First, Syosset, NY

1/2016 - 2/2017

- Responsible for high volume incoming calls, greeted and assisted visitors and responded to internal emails
- Responded to emergencies on campus, contacted authorities and ensured medical paperwork was available

- Kept track of pertinent information regarding vehicle and telephone logs

SEXUALITY EDUCATOR | MARCH 2024 | SEXUALITY HEALTH ALLIANCE |

BACHELOR OF ARTS IN PSYCHOLOGY | DECEMBER 2020 | SUNY OLD WESTBURY | 3.73 GPA

Skills & Abilities

- Proficient with Microsoft Excel
- Proficient with Power Point Presentations
- Proficient with Canva