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PROFESSIONAL EXPERIENCE

2021 - Present

Lincoln Square Coaching LLC (New York, NY)

Chief Executive Officer and Managing Counselor, April 2021 to Present

- Secured a contract with the New York State Education Department to deliver vocational rehabilitation services and services for potentially eligible youth.
- Developed systems, processes, and tools for supporting staff in the delivery of evaluation, assessment, counseling, and pre-employment training services.
- Brought together a leadership team of experienced professionals with more than 50 years of experience across rehabilitation counseling, human resources, and higher education.
- Conduct vocational evaluations, career exploration assessments, job exploration counseling, and post-secondary counseling under the agency's Core Rehabilitation Services (CRS) contract with ACCES-VR.

2012 - Present

Quality Services for the Autism Community (New York, NY)

Director of Career Development and Communications, July 2023 - Present

Senior Director of Strategy, Jan. 2019 - July 2023

- 5+ years of direct experience providing vocational rehabilitation services, including conducting vocational evaluations, career counseling, job placement, and follow-up services for individuals with disabilities.
- Assist individuals with securing gainful and competitive integrated employment and work adjustment, including placements in entry-level and more advanced roles at Calvary Hospital, Barnes and Noble Education, Koepfel Auto Group, CAI, Wells Fargo, etc.
- Ensured ongoing case management and related communications for the assigned caseload and the entire team's caseload.
- Conducted vocational evaluations and career exploration assessments, resulting in the preparation of comprehensive vocational evaluation reports for government agencies.
- Developed extensive knowledge of current labor market conditions, occupational trends, and job requirements, utilizing resources such as O*NET, Bureau of Labor Statistics data, Dictionary of Occupational Titles (DOT), and SkillTran in vocational analyses and job placement activities.
- Conducted community-based work assessments and transferable skills analyses to identify suitable employment options for individuals with disabilities, considering their work history, functional limitations, and current labor market demands.
- Lead the agency's transition program (GOALS) for youth with disabilities exiting high school.
- Managed and served as a lead assessor for the organization's high school equivalency program.
- Develop curricula to support the agency's VR services.
- Collaborate closely with the CEO on agency-related communications for various stakeholders.
- Secured a workforce development training grant (\$225,000) through the Department of Labor to upskill workers and facilitate job placement and advancement in in-demand occupations.

Senior Director of Development, Oct. 2015 - Dec. 2018

Director of Development and Special Assistant to the CEO, Feb. 2012 - Dec. 2018

- Led development and execution of senior staff professional development and training efforts to cultivate cross-departmental interactions.
- Collaborated with Sprint's corporate social responsibility team to establish the company's Neurodiversity ID Pack for people with developmental impairments.
- Augmented net revenues of the annual gala by 200%+ from FY 2011 to 2012 and 25%+ year-over-year afterward.
- Secured several six-figure grants from foundations and corporations, including the largest philanthropic grant (\$500,000) in the organization's 40+ years of existence.

2011 - 2012

PowerMyLearning (New York, NY)

Development Manager, Apr. 2011 - Feb. 2012

- Devised a new corporate relations program for the organization. Bolstered partnerships with CFY and leading corporations, including Microsoft and Southwest Airlines.
- Created and updated donor data using Salesforce. Arranged annual giving campaigns, devised e-communications for different constituent segments and headed special events.
- Produced a winning proposal and secured \$800K software grant funding from Microsoft for the organization.
- Represented the organization at events hosted by the Chairman of the Federal Communications Commission (FCC).
- Enhanced annual gala's performance by 15% YOY by activating a process of honoree and prospecting.

2014 - 2016

St. Francis College (Brooklyn, NY)

Adjunct Lecturer, Political Science, Sept. 2014 - Dec. 2016

- Designed and taught courses on state and local government and urban policy.

2010 - 2011

Marist College (Poughkeepsie, NY)

College Advancement/Phonathon Supervisor, Sept. 2010 - Apr. 2011

- Envisioned and devised a multi-college philanthropy education program after acquiring funding from a venture capital fund.
- Oversaw staff of 30+ student workers to execute the phonathon program: established KPIs and related rewards for team motivation and goal attainment.
- Crafted solicitation letters to support of Director of Annual Giving.
- Boosted the phonathon program's performance by 13%+ year-over-year by executing new incentive programs to facilitate student workers. Accelerated contact-to-pledge conversion ratio by more than 28% through effective training to engage prospects.

2008 - 2009

New York State Dental Foundation (Albany, NY)

Development Coordinator, Jan. 2008 - Dec. 2009

- Secured all funding from public and private sources to support two international conferences on oral health and HIV/AIDS that resulted in training hundreds of dentists to administer HIV testing.
- Liaised closely with the Office of General Counsel for the New York State Dental Association on the development of state-mandated ethics training for dentists.

EDUCATION

Expected 2026

University of Illinois at Urbana-Champaign (Urbana, IL)

Doctor of Education, Education Policy, Organization, and Leadership

Concentrations: Human Resource Development and Diversity and Equity in Education

2022

University at Buffalo (Buffalo, NY)

Master of Science, Rehabilitation Counseling

2014

Marist College (Poughkeepsie, NY)

Master of Public Administration

2010

University at Albany (Albany, NY)

Master of Arts, Political Science

2008

University at Albany (Albany, NY)Bachelor of Arts, *summa cum laude*, Religious Studies**CERTIFICATIONS**

2022

Certified Career Counselor (CCC)

National Career Development Association

2022

Certified Vocational Evaluation Specialist (CVE)

Commission on Rehabilitation Counselor Certification

2022

Certified Case Manager (CCM)

Commission for Case Manager Certification

2022

Certified Rehabilitation Counselor (CRC)

Commission on Rehabilitation Counselor Certification

2021

Certified Professional in Talent Development (CPTD)

Association for Talent Development Certification Institute

2021

SHRM-Senior Certified Professional (SHRM-SCP)

Association of People Supporting Employment First

2019

Certified Employment Support Professional (CESP)

Association of People Supporting Employment First

PROFESSIONAL MEMBERSHIPS

Academy of Human Resource Development (AHRD)

American Association on Intellectual and Developmental Disabilities (AAIDD)

American Rehabilitation Counseling Association (ARCA)

Association of Talent Development (ATD)

CEC Division on Career Development and Transition (DCDT)

Council on Exceptional Children (CEC)

International Association of Rehabilitation Professionals (IARP)

National Career Development Association (NCDA)

Society for Human Resource Development (SHRM)