

Laurie Ann Garland

Malone, NY 12953
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EMPLOYMENT HISTORY

Dynamic professional with a multitude of skills. Strong ability to handle a variety of projects simultaneously with a high degree of accuracy.

SKILLS

- Attention to Detail
- Multitasking Abilities
- Facilitation Techniques
- Organizational Skills
- Document Preparation
- Staff Management

PROFESSIONAL EXPERIENCE

PARENT FACILITATOR | 08/2017 to 08/2020
Malone Central School District - Malone, NY

- Worked within two elementary schools.
- Streamlined communication between staff and parents.
- Coordinated and Facilitated all meetings for students with a 504 Plan.
- Organized successful fundraising events.
- Deposited monies going into PTA Account and wrote checks for monies going out. Reconciled bank account and submitted monthly report to all PTA members.
- Organized food and refreshments for various school activities that parents attended.

REAL ESTATE AGENT | 03/2016 to 08/2018
Adirondack Reality - Malone

- Listed homes according to MLS regulations, prepared comparative reports to determine best asking price.
- Assisted buyers with finding ideal homes by assessing needs, requirements, and budgets.
- Increased client satisfaction by providing exceptional customer service and maintaining strong communication throughout the buying or selling process.
- Prepared all necessary documents related to real estate transactions.
- Coordinated inspections, repairs, and other steps in the transaction process as required by buyer or seller needs for smooth closings.
- Managed transaction timelines to ensure deadlines were met and deals closed on time.

INDEPENDENT JOB DEVELOPER | 08/2006 to 05/2017
New York State ACCES-VR Department - Malone, NY

- Facilitated successful job placements for clients with limited disabilities.
- Assisted clients with exploring career options and vocational goals.
- Monitored labor market closely to ensure clients received the most up-to-date relevant job options.
- Built strong relationships with local employers to identify job opportunities, resulting in increased client placements.
- Provided ongoing support to placed clients through regular check-ins, ensuring their

success in new position.

- Improved employer partnerships through regular communication and follow-up, ensuring successful long-term collaborations.
- Completed monthly billing report to ACCES-VR, NY State detailing information on Intake, Job Placements and 90 Day Retentions.

ASSISTANT DIRECTOR OF SUPPORTED EMPLOYMENT | 01/2000 to 04/2005

Citizen Advocates Dba Career Visions - Saranac Lake And Malone NY

- Assisted with day-to-day operations, working efficiently and productively with all team members.
- Excellent communication skills, both verbal and written.
- Responsible for the hiring and training of staff.
- Maintained schedules, time off requests and monitored performance.
- Completed monthly billing for reimbursement of services.
- Completed bi-weekly payroll for all hourly staff.

EDUCATION

State University of Potsdam State - Potsdam. NY | Bachelor of Arts

Psychology And Teaching, 01/1993