

**ASHLEY M. GIBBS**  
Ashleysimpson0313@yahoo.com

Assistant Vice President for adults with disabilities. Professional, versatile person with leadership skills. A progressive background in the human service field ranging from direct care to managerial and administrator responsibilities. Ability to oversee multiple programs, staff and persons receiving services while operating under strict guidelines, policies and procedures for state waiver program.

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**Professional Experience**

10/22-Present **New York Foundling, Nanuet, NY- Assistant Vice President- Full Time**

- Identifies and develops new community-based volunteer and recreational opportunities for individuals that are consistent with individual choice and the organizational mission. Ensures that needed materials are secured and preparation for community-based activities is completed. Manages relationships with identified community site personnel to ensure coordination of site use. Develops site manuals and training materials.
- Selects, schedules and oversees staff for assigned area. I am responsible for direct oversight of the Day Habilitation managers and Employment Service Managers. Provides continuous feedback on staff performance to ensure the development and professional growth. Completes all required documentation including performance appraisals, and personnel action forms. Ensures assigned staffs have access to and participate in designated training and in-services. Provides timely evaluations, and monitors training. Monitors staff's implementation of individual objectives and follow up of behavior programs
- Coordinates and maintains daily activity/work schedules matching participant plans with community-based work and non-work activities with emphasis on regularly scheduled commitments. Oversees data collection and data input for all appropriate individual record keeping. Ensures appropriate and sufficient staff supports that are knowledgeable of respective site requirements and individual needs.
- Oversees and/or prepares for and participates in all appropriate team meetings for program participants. Ensures that all participation is consistent with the organization's mission. Ensures all required documentation is completed per policy for participant unit files. Acts as internal Case Manager for non- residential individuals as assigned.
- Oversees the operations, following or policies and overall programming of the Foundling's Day Hab Without Walls programs, Access VR, Supported Employment Program and Community Based Prevocational Programs
- Promotes and encourages training of individuals on new skills and job tasks while ensuring current skill levels are maintained as appropriate to individuals' level of independence potential. Provides advocacy for individuals to achieve highest level of independence possible. Makes referrals for alternate services
- **Performing all duties listed below for Coordinator of Day and Work Services**

09/14-10/22 **New York Foundling, Nanuet, NY- Coordinator of Day and Work Services- Full Time**

Oversees and maintains all New York Foundling Day Habilitation Without Walls Programs as well as the Work Programs.

- Ensures that the Day Habilitation Managers of the Day Hab and the Coordinator of Individual and Employment Services Managers operate the programs under the New York Foundling's, Access VR and OPWDD policies and procedures.
- Identifies and develops new community based work, volunteer and recreational opportunities for individuals that are consistent with individual choice.
- Creates and implements budgets for all programs
- Reviews and submits all billing documentation to finance department
- Attends and represents the agency at high school transitions fairs, open houses and regional provider meetings
- Obtains and reviews new program candidates' documentation for eligibility
- Ensures that needed materials are secured and prepared for community-based activities.
- Manages relationships with identified community site personnel to ensure coordination of site use.
- Develops site manuals, training materials and program specific documentation
- Hires, schedules and oversees Managers, Direct Care Professionals and Job Coaches for all programs.

- Provides continuous feedback on staff performance. Completes and reviews all required documentation including performance appraisals, and personnel action forms.
- Ensures assigned staffs have access to and participate in designated training and in-services. Provides timely evaluations, and monitors training as needed.
- Coordinates with other disciplines to ensure service delivery is person centered.
- Participates on various committees; Human Rights Committee, Incident Review Committee and Event Planning Committee
- Conducts Personal Outcome Measures (POMS) interviews and summaries- Certified Interviewer through CQL

**12/13- 09/14 New York Foundling, Nanuet, NY- Senior Residential Habilitation Specialist-Full Time**

- Oversee all Residential Habilitation Specialists in three regions and all of the individuals in twenty-six residences
- Reviewed and signed off on all of the individuals weekly billing checklists to submit to finance for billing
- Reviewed, revised and signed off on all paperwork submitted by the Residential Habilitation Specialists
- Coordinated work hours and manage time off for the Residential Habilitation Specialists
- Conducted performance evaluations and formal supervisions
- Developed and implement new protocols
- Conducted and presented at staff meetings, new staff orientation and conduct interviews with new individuals for the programs
- **Performed all duties listed below for a Residential Habilitation Specialist with my own caseload**

**06/12-12/13 New York Foundling, Nanuet, NY- Residential Habilitation Specialist- Full Time**

- Worked with individuals with disabilities to help them develop skills needed to become as independent as possible.
- Developed Residential Habilitation Plans, Individualized Plan of Protective Oversight, Personal Expenditure Plans and Preliminary Residential Habilitation Services Plans for the individuals in my program.
- Conducted Money Management Assessments to determine the individuals understanding of money.
- Developed and reviewed Residential Habilitation Checklists for each of the individuals for billing purposes.
- Conducted morning and evening observations at the residences to observe the individuals working on their valued outcomes as well as Direct Support Professionals interaction with the individuals.
- Developed and presented monthly summaries, semi-annual reports and annual reports to the Treatment Team for all of the individual's progress.
- Worked closely with Direct Support Professionals, Residence Managers, Program Managers and Program Directors to ensure valued outcomes are being completed properly by conducting in service trainings to inform them of changes or to teach them the correct method to assist the individuals with completing their valued outcomes.
- Assisted with advocating and finding community resources or community inclusion activities for the individuals
- Reconciled individual's finances on Quickens program. This includes their bank accounts and in house account transactions.
- Received various trainings: SCIP-R, CPR, First Aid, AED

**04/11- 05/12 Elite Home Care Services, INC, New City, NY- Service Coordinator- Full Time**

- Worked with the Nursing Home Transition Diversion Waiver Program under the Department of Health
- Assisted individuals with disabilities/Traumatic Brain Injuries live in the community as independently as possible with waiver and non-waiver support services
- Completed initial Service Plans, facilitating team meetings, completed Revised Service Plans, completed Detailed Goal Plans and updated daily/weekly progress notes
- Assisted applicants/participants with obtaining housing subsidy to assist with their rent
- Advocated for participants when needed at the Social Security office, at court and at Department of Social Services
- Organized and monitored support services that have been provided for each participant
- Worked hand in hand with nursing homes, social workers, power of attorney's and legal guardians to obtain necessary paperwork
- Conducted face to face monthly visits
- Conducted face to face intakes for potential applicants

**10/09-02/10 ARC of Rockland, Pearl River, NY; Job Coach- Full time**

- Assisted clients with developmental disabilities obtain and keep a job
- Accompanied clients to work sites with to help them develop and perform the work skills that were being asked of them
- Aided Habilitation Specialist with classroom lessons
- Prepared lesson plans/instructed class activity on how to dress and interview for a job
- Assisted with referrals for community-based services for individuals with disabilities
- Transported clients to selected sites
- Responsible for the well-being of each client when in my direct care or in program
- Helped clients with job searches and application process
- Received various trainings/certificates including: AMAP Training, SCIP Training CPR, First Aid and AED training

**Education**

Bachelors of Arts, 2009 • Dominican College of Blauvelt, Orangeburg, NY



Jared Brown  
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Authorized to work in the US for any employer

Education  
High school diploma  
Nyack High School  
Upper Nyack, NY

Skills

- MAINTENANCE (3 years)
- SHIPPING (1 year)
- ASSEMBLY (1 year)
- INVENTORY (1 year)
- CREDIT (1 year)

#### Professional Skills

◆Microsoft Office Suite ◆Shipping and Receiving  
◆Adobe Photoshop & Illustrator ◆Quality Control of Assembly Production  
◆Customized Slide Presentations ◆Laborer Black Top Application  
◆Process Credit transactions ◆inventory Maintenance

#### Work Experience

##### Job Coach

New York Foundling

April 2022 to present

1. Responsible for the support and overall supervision of the participants enrolled in Employment Services Programs
2. Find and develop job and volunteer placements by ensuring each place identified for work or volunteer is, integrated, competitive, safe and appropriate for their abilities
3. Work side by side with site managers/owners to ensure the person is working/volunteering in a truly integrated setting that is fair and free from neglect or abuse
4. Accompany participants to work/volunteer sites to provide on the job training to ensure they are learning the skills needed to fulfill their job duties

##### Yard laborer/Driver/Counter Help/Paint Mixer

Beckerle Lumber - Congers, NY

September 2017 to May 2021

##### Yard Laborer

1. Help customers load material with or without forklift
2. Cut lumber to customer specs using various saws
3. Stock materials with and without forklift
4. Pick customer orders with and without forklifts

##### Driver

1. Deliver various materials driving a 16ft flatbed truck, 12ft flatbed truck or 16ft box van  
Counter help

1. Ring customers up and take customer orders for pick up and delivery using spruce system
  2. Greet customers
  3. Answer phones
- Paint mixer

1. Mix paint in various different lines and finishes for customers

#### Janitor

Nyack Library - Nyack, NY

2014 to November 2018

Clean Bathrooms

- ◆ Empty Garbage Cans
- ◆ Vacuum Carpet
- ◆ Clean glass doors
- ◆ Wipe down tables
- ◆ Mop floors
- ◆ Strip and wax floors

#### Laborer

Ed cook contracting - Sparkill, NY

2015 to 2015

Masonry

- ◆ Mix Concrete by hand and in a Mixer
- ◆ Carrying and distributing various types of bricks and stone
- ◆ Spreading concrete for floors
- ◆ Digging various types of ditches
- ◆ Cutting bricks and stones with concrete saw
- ◆ Jack hammering

#### Maintenance Worker

St. Phillips A.M.E Zion Church - Nyack, NY

2009 to 2011

2013-present

Maintenance

- ◆ Vacuum Carpet and wipe down bench's in sanctuary for Sunday Morning Service
- ◆ Dusting of Alter and pulpit area
- ◆ Cleaning of bathrooms, kitchen, and Dining Hall
- ◆ Maintaining outside premises
- ◆ Cut grass and hedges in summer and spring seasons

#### Shipping and Receiving

My Publisher - Valhalla, NY

2009 to 2010

Shipping & Receiving

- ◆ Determined method of shipment utilizing knowledge of shipping procedures.
- ◆ Packaged, labeled, and shipped product using Fed Ex shipping system.
- ◆ Examined outgoing shipments to ensure shipments met specifications.

#### Assembly Technician

R J Staffing - Valois Inc - Congers, NY  
2008 to 2009  
Matahari Furniture Garnerville, NY  
Warehouse/Assembly Line

- ◆ Verified items received with purchase orders and prepared items for shipment.
- ◆ Participated in physical inventory of warehouse and maintained inventory records
- ◆ Unloaded trucks, checked for damaged goods and moved items from receiving to designated areas.
- ◆ Supervised workers putting products together on the assembly line for accuracy.

Laborer  
Department of Public Works - Nyack, NY  
2007 to 2008  
Sales Associate Men's Department  
Macy's Department Store - Nanuet, NY  
2005 to 2006

Processed cash and credit transactions and balanced the register daily.

- ◆ Answered telephone queries regarding sales and merchandise.
- ◆ Helped customers find items that were advertised in the color and size they required.

Laborer  
2005 to 2005

Removed leaves in the Fall and snow in the Winter.

- ◆ Applied Black topping to roads being repaired.
- ◆ Assisted with trash pick up from various residences and businesses.

# MARILYN CASTILLO

(646)899-2278 [Marilyn.castillo@nyfoundling.org](mailto:Marilyn.castillo@nyfoundling.org)

## **Employment Services Program Manager Bronx/Rockland The New York Foundling | October 2022-Present**

- Provide support and supervision for all people supported by the Employment Services Program.
- Attend scheduled Life Plan meetings and other meetings as required with the person supported.
- Create a comprehensive Customized Employment Plan for each participant based on an observation and experience driven discovery process.
- Monitor transportation needs for each person enrolled in the program.
- Supervise and support Job Coaches to effectively perform their essential duties.
- Review and approve time sheets for program staff/job coaches.
- Advocate on behalf of participants in the program by practicing Person Centered Planning.
- Find and develop job placement in collaboration with job coaches by ensuring each work or volunteer site is integrated, competitive, safe, and appropriate for the participant's abilities.
- Collaborate with volunteer and work site managers to ensure that the person is working/volunteering in a truly integrated setting that is fair and free from neglect or abuse.
- Maintain the monthly service schedule for programs.



## **Lead Job Coach**

### **The New York Foundling | December 2019-October 2022**

- Assist employment services manager with state and OPWDD documentation and billing.
- Provides support and coverage for the Employment Services Coordinator
- Advises and leads initial and refresher trainings for Job Coaches
- Allows new hires to observe job coaching techniques and best practices.
- Leads the development of volunteer opportunities for participants in the Community Pre-Vocation Program
- Organize and attend employment meetings with clients, staff, and employers.
- Evaluate skills and interests to determine job matches.
- Develop career goals to practice forward thinking.
- Resume writing, application assistance, practice interview skills and travel training.
- Assist clients with finding employment and serve as a job coach for clients in volunteer sites and job sites.
- Assist with staff and client weekly scheduling and timesheets
- Teach clients how to set and attain professional goals.
- Assess clients' work performance.
- Develop action plans.
- Certified ACCESS-VR Job Coach

## **Job Coach**

### **The New York Foundling | March 2018- Dec 2019**

- Assist employment services manager with state and OPWDD documentation and billing.
- Organize and attend employment meetings with clients, staff, and employers.

- Assist clients with finding employment and serve as a job coach for clients in volunteer sites and job sites.
- Assist with staff and client weekly scheduling and timesheets. • Teach clients how to set and attain professional goals.
- Assess clients' work performance.
- Develop action plans.

## **EDUCATION**

### **BS Cybersecurity**

The State University of New York at Canton  
2024

### **Associate Degree of Arts**

State University of New York at Delhi 2022

### **High School Diploma**

John F. Kennedy HS  
2013

# Niccole Crespo

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3476957373  
[Ncrespo.marie@gmail.com](mailto:Ncrespo.marie@gmail.com)

Highly accomplished young professional with a passion for communication and children. Self-starter with an energetic work attitude and diverse experience looking to transition into education. Motivated and hardworking with well-developed interpersonal skills and the ability to motivate and direct others in a supportive and cooperative team environment.

## WORK EXPERIENCE

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### NY Foundling Hospital

Bronx, NY

#### *Day Habilitation / Employment Services Manager*

03/2024 – Present

- Maintain and foster appropriate positive communication
- Educate DHS and Job coaches on appropriate communications and relationships
- Oversee completion of all documentation by DHSs and Job coaches
- Meet respective deadlines
- Facilitate and attend meetings and trainings
- Prepare, balance and submit petty cash routinely
- Provide and facilitate various educational, recreational and volunteer opportunities
- Train Day Hab Specialists and Job coaches to support at volunteer opportunities
- Oversee the day to day in the Supported Employment and Community Based PreVoc Programs
- Assist with implementing job readiness workshops and in the field learning experiences

### *DSP/ Day Habilitation Specialist*

12/2017 – 03/2024

- Support individuals in a community setting as well as residential setting.
- Transport individuals to and from community activities.
- Assist with daily living skills like food preparation and housekeeping
- Observe and monitor individuals' progress toward developmental goals and complete daily progress notes
- Ensure the safety of the individuals within the program in a discreet and non-threatening manner.
- Must keep accurate records, pertaining to the day-to-day operations. Record and report any unusual or bizarre behaviors or incidents

### NYC Department of Education

Bronx, NY

#### *Substitute Teacher*

11/2018- Present

- Substituting in various grades across NYC
- Long term substitute in ICT setting
- Enforce classroom routines to keep students in schedule
- Inputting data for Report Cards and cumulative records
- Collaborative / Individual Lesson Planning
- Conduct Parent Teacher Conferences/ Grade Team meetings
- Differentiate classroom and small group instruction to meet the needs of various learning styles and abilities
- Recommended as a substitute for excellent performance

### *Substitute Paraprofessional*

03/2017 – 06/2018

- Taught students under the direction of a teacher in recreation, motor, vocational, socialization and communication
- Helped teachers with classwork
- Helped with the daily care of students who have special needs
- Lifting, feeding, toileting and diapering of students
- Taught daily living skills
- One-on-one or small group instruction, as outlined by the teacher

**Enterprise Rent-A-Car**

**Bronx, NY**

***Intern – Managing Assistant***

***5/2010 – 12/2017***

- Assist Branch Manager in effectively executing branch operational plan to ensure high level of customer satisfaction resulting in exceptional customer service scores of 90/87/86
- Maintained high level of branch and personal sales performance resulting in top individual matrix performance
- Mentored and trained new hires
- Exceeded all personal sales goals provided by upper management which resulted in consistently being amongst the top 10 Management Assistants in the Region: 3 out of 4 months
- Managed marketing for existing and new corporate business to increase Fleet and income
- Achieved a “Highest Achieved” customer service score 3x respectively within 3 months of placement in Riverdale branch
- Effectively provided excellent customer service resulting in customer service scores above corporate average

**EDUCATION**

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**HUNTER COLLEGE**

**New York, NY**

*BA Sociology*

Expected graduation date - 2025

**HUNTER COLLEGE**

**New York, NY**

*BA Psychology -2016*

# ROOSEVELT CASTILLO

Detail-oriented and dedicated Artist specialized in Customer Service,  
Health Care and Nutrition.

Email: satorcastillo@hotmail.com

Phone:(917) 496-0273

## WORK EXPERIENCE

09/2017 - 06/2019

### **Food Host Associate**

**NYU Langone Health - New York, NY**

- Administer the diets and allergies of patients to assure their nutritional safety.
- Assisted patients in completing menus that were appropriate for their specific dietary requirements.
- Identified high-risk individuals in order to teach them proper ways of dieting in order to better improve their health and bring the health tips back to their family and community.
- Collaborated with the Nutritionist to develop diet plans that were specific to patient conditions, including diabetes and food allergies.

08/2021 - CURRENT

### **Event Curator/ Associate Producer**

**The Bronx Brewery - Bronx, NY**

- Curate and produce several musical events in their Brewery/venue space seasonally.
- Act as an intermediary between the musical acts/sound engineers and the venue's management to execute the event.

05/2022 - CURRENT

### **Job Coach**

**The New York Foundling - New York, NY**

- Responsible for the support and overall supervision of the participants enrolled in Employment Services Programs
- Assist clients with finding employment catered to their career goals and interests.
- Work side by side with site managers/owners to ensure the person is working/volunteering in a truly integrated setting that is fair and free from neglect or abuse
- Accompany participants to work/volunteer sites to provide on the job training to ensure they are learning the skills needed to fulfill their job duties
- Teach clients how to set and attain professional goals to strengthen their skills in the job market.

## EDUCATION

SEPT 2011 - JUN 2015

### **Bachelor of Arts in Sociology**

College of Mount Saint Vincent

GPA: 3.5

## SKILLS

- Brand Ambassadorship
- Quality Improvement
- Computer Software
- Community Organizing
- Customer Service
- Social Media Manager

**Veronica-Martha Greaves** she/her

veronicagreaves796@gmail.com

646-593-4593

## Education

- **College of Staten Island (CUNY)** - Bachelor of Arts in Sociology - Graduated 2013
- **Algarabia** - Spanish II: Spanish for Social Justice High Beginner - March 2022 – May 2022
- **ROC** - ROC-NY Virtual Restaurant/Hospitality Industry Management Certification - March 2021
- **ROC** - Food Handlers Class (Food Protection Certification) - February 2021
- **BRIC Media House** - Field Production - 2019
- **Pride Path** - Internship from the **Brooklyn Community Pride Center**- 2019
- **James Satterwhite Academy** - Child Welfare Training (ACS) - April 2017-June 2017
- **Proactif Formation (Switzerland)** - Certification for French Proficiency (A1 and A2) September 2015 - March 2016
- **The School For Legal Studies High School** - H.S. Diploma - Graduated June 2006

## Employment

- **NY Foundling** - Job Coach - July 2021 - Currently Employed (support individuals with developmental disabilities with employment sustainability. I teach employment skills and work directly as support for individuals on the job)
- **YAI: Seeing beyond disability** - Direct Support Professional - August 2020 - Currently employed (support individuals with developmental disabilities lead happier lives in the residential home, through fostering an individual's strength such as developing healthy habits, encouraging self-advocacy and assisting maintaining my clients independence.
- **Natural Insight (The Instore Group)** - Merchandiser - May 2020 - December 2020 (managed a merchandising caseload of 20 stores in the NYC, NY State and parts of New Jersey. I would re-merchandise store plans utilizing a blueprint called plan-o-grams)
- **Office for People with Developmental Disabilities (OPWDD)** - Direct Support Assistant - May 2018 - March 2020 (assist individuals with developmental disabilities lead richer lives by assisting the individuals with an tasks that allow an individual to

thrive such as showering, feeding and advocating for individuals who were not able to self-advocate)

- **Brooklyn Community Pride Center** - Transgender and Gender Non-Conforming Support Group Facilitator - July 2018 - March 2020 (facilitated a weekly support group for TGNC individuals and created programming that fostered community support. Additionally I located resources that assisted TGNC folx lead an affirmed life.

#### Relevant Experience

- +4 years experience working for people with Developmental Disabilities
- +4 years of Customer Service Experience
- A2 level French Speaker
- +2 years of supervisory experience
- +4 years managing a caseload interacting with service providers
- TGNCNBI Equity Committee
- EQNY Disability Justice & Mental Health Committee

#### Extracurricular

- Queer Archery
- Big Apple Corps Band [Marching Band & Symphonic Band] - Percussionist
- ROC-NY [Restaurant Workers advocacy committee]