

Anthony Ciotti

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SUMMARY

Strong interpersonal skills with the ability to work well in a fast paced environment maintain and reflect a positive attitude in all circumstances. Excellent communication skills, motivated, organized, and a team player.

EDUCATION

Hunter Business School, Medford, NY

June 2016

Medical Assisting Diploma

Stony Brook University, Stony Brook, NY

Bachelors of Arts in Psychology

March 2018

Suffolk Community College, Selden, NY

June 2004

Associates of Liberal arts

CERTIFICATIONS

American Medical Technologists

July 2016

Registered Medical Assistant

American Heart Association

April 2016

CPR/AED for Healthcare Provider

WORK EXPERIENCE

Family Residences and Essential Enterprises

Employment Specialist

November 2017- Present

- Assisting job seekers in finding meaningful and lasting employment based on interests and abilities.
- Creating and editing resumes as needed for each participant.
- Applying individuals for jobs and accompanying them to interviews when requested.
- Creating and utilizing a G mail for individuals to apply and communicate with potential employers.
- Keeping open flexible and dependable communication between individuals, work sites and families.
- Providing initial intense 1:1 support for individuals who have achieved employment.
- Basic knowledge and experience with SEMP, and ACCESS billing procedures.
- Generating and updating record keeping paper work and books for individuals served.
- Completed multiple NYS CASE training in the area of job development and supported employment.
- Aided multiple individuals from Nassau and Suffolk to achieve successful lasting employment.

Northwell Health

October 2016-November 2018

Medical Assistant

- Measured vital signs including blood pressure, pulse, temperature, height, and weight
- Prepare treatment rooms for examinations, keeping the rooms neat and clean

Jennifer L. Cassidy

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EMPLOYMENT

Family Residences and Essential Enterprises, Inc., Oakdale, NY

FREE SEMP Lead Employment Specialist, 2024-Present/ Employment Specialist, 2021-2024

- Assist with all daily operations for SEMP services.
- Assist individuals learn about work, explore career interests and gain competitive employment.

Suffolk Independent Living Organization, Medford, NY

Independent Living Specialist, 2018-2021

- Responsible for the establishment and delivery of Individualized Service Plans for independent participants.

Long Island Adolescent and Family Services, Inc., Stony Brook, NY

Sibling Specialist, 2018-2020

- Supervised children in a group home setting while providing the essential skills for everyday living with the goal of successfully reuniting each family.

United Cerebral Palsy, Hauppauge, NY

Direct Support Professional, 2013-Present

- Physically assist, train and supervise individuals with developmental disabilities in self-care, grooming, cleaning, shopping, food preparation, household maintenance, eating, bathing and toileting.

Longwood/South Country/Comsewogue/Rocky Point/Three Village School District

Substitute Teacher, 2009-2011, 2002-2007

- Responsible for the overall management and instruction of classes.

United States Census Bureau, Riverhead, NY

Enumerator, 2010

- Visited households to obtain information for the 2010 census.

Independent Group Home Living Program, Inc., East Moriches, NY

Assistant Residential Manager, East Quogue, NY/Residential Manager, Middle Island, NY, 2007-2009

- Supervised direct care staff to ensure that the highest quality of care was provided to each resident.

West Hollow Middle School, Half Hollow Hills Central School District, Melville, NY/Grades 6-8

Special Education Permanent Substitute Teacher, 2006-2007

- Facilitated the needs of the students by implementing lesson plans within the classrooms.

James E. Allen Junior/Senior High School, Western Suffolk BOCES, Dix Hills, NY

Teacher, Summer, 2006

- Responsible for the development and implementation of lesson plans for an 8:1:2 strive classroom.

John F. Kennedy Middle School, Comsewogue Union Free School District, Port Jefferson Station, NY/Grades 6-8

Permanent Substitute Teacher, 2005-2006

- Implemented lesson plans within the academic school environment.

North Country Learning Center, Eastern Suffolk BOCES, Stony Brook, NY

Teacher, Summer 2005

- Provided instruction and guidance for a 6:1:1 sensory motor classroom.

COMMUNITY SERVICE

Coram Volunteer Fire Department, Coram, NY

Ladies Auxilliary, 1998-2013

- Attended meetings to help coordinate activities within the department and the community.

EDUCATION

Long Island University, Brentwood, NY

Master of Science in Education, graduated September 2006 with a G.P.A. of 3.9

Literacy Program: Birth-Grade 6, Professional Certification

St. Joseph's College, Patchogue, NY

Bachelor of Arts in Child Study, graduated June 2002 with a G.P.A. of 3.4

Dual Certification Program: Elementary PreK-6/Special Education Birth-21, Permanent Certification

Concentration in Psychology

SKILLS

Knowledge of Microsoft Word, Excel, Home Publishing, Power Point and the use of Social Media

SHAMEKA THOMAS

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Professional Overview

Exceptional gifted Rehabilitation Counselor with over 13 years experienced working with clients who need assistance to engaging in the work force. I am a compassionate, empathetic, and solution-oriented Counselor dedicated to providing exceptional care and implementing effective service and prevention treatment plans for adolescents and adults. My experience in working with individuals with substance use disorders, learning disability and the incarcerated population has been remarkable and has allowed me to grow into a well-rounded counselor. Assisting clients develop healthy coping skills, develop understanding of their illnesses and their limitations and acquire successful achievement of their goals. I am an effective motivator, communicator, and advocate with inherent ability to manage various types of personalities, diffuse stressful situations, proactively resolve issues, and meet and achieve challenging goals and objectives.

Education

Master of Arts, Deafness Rehabilitation NYU — New York City, New York	2003
Bachelor of Arts, American Studies Old Westbury College — Old Westbury, New York	2001
Associate of Arts, Liberal Arts Nassau Community College — Garden City, New York	1998

Experience

Prevention, Intake Coordinator, Reentry Case Manger Family and Children's Association - Hempstead, NY	Jun 2011- May 2016
Vocational Counselor React Center Inc. — Roosevelt, NY	Sep 2012 to Nov 2014
Drug Counselor 1 Access Drug Treatment Center — Brentwood, NY	Nov 2011 to Apr 2012
Vocational Specialist EAC Task Force — Brooklyn, NY	Dec 2008 to Apr 2009
Department Head Vocational Counselor Outreach Project — Brentwood, NY	Feb 2007 to Jun 2008
Employment Training Specialist Helen Keller National Center — Sands Point, NY	Aug 2006 to Feb 2007
Non Medicaid Case Manager/ Respíte A-1 Universal Care — Westbury, NY	May 2004 to Aug 2006
Job Developer Enterprise of New York — Brentwood, NY	Jun 2003 to Feb 2004

License

Recovery Coach June 2015
CASAC-T September 2009