**Andrea M. Creary**

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(585) 330-5696 . andreacreary@gmail.com

**Work of Experience:**

November 2023–present

**Transition Specialist**

Monroe #1 BOCES

Victor Central Schools, 953 High Street, Victor, New York 14468

* Offer information on in-school and out-of-school transition programs and schedule program tours on request.
* Linkage to ACCES-VR and OPWDD services.
* Vocational counseling to include assessment and labor market surveys.
* Career and Technical Education recommendations.
* Counseling on higher education opportunities.
* Coordinate student referrals to community agencies serving young adults with disabilities such as mental health, chemical dependency.
* Offer information on community organizations to promote self-advocacy and socialization.
* Guardianship/Supported Decision Making guidance.

May 2023–November 2023

Center for Youth

**Workforce Development Program Manager**

905 Monroe Avenue, Rochester, New York 14620

* Oversaw, developed, coordinated, and evaluated workforce development program.
* Supervised, directed, and evaluated staff while personally maintaining a caseload.
* Worked closely with the business community to develop employer-driven workforce programs.
* Researched and forecasted workforce trends and job seeker needs in the community.
* Worked closely with internal and external partners to ensure seamless service delivery.
* Represented the department and its programs in the community. Developed and maintained external relationships with key community partners.
* Responsible for planning and executing a variety of annual community events, job fairs, training programs, etc.
* Assisted in preparing the annual budget and overseeing expenditures for programs, analyzed and recommended actions on funding issues.
* Designed and implements methods and procedures to collect and analyze statistical data on programs, prepared reports, and identified and sought grant funding opportunities.
* Worked closely with the business community to develop and deliver relevant workforce programming to support a diverse and vibrant economy.
* Designed and implemented marketing material and social content necessary to ensure programs and initiatives were shared effectively with the community.

September 2019-May 2023

**Employment Services Manager**

The Community Place of Greater Rochester, Inc.

57 Central Park, Rochester, New York 14625

* Scheduled, planned, and conducted informational sessions for community partners, parents and students within the Rochester City School District.
* Scheduled and facilitated intake and vocational assessment of youth 16-25 years of age.
* Provided counseling on post-secondary programs at institutions of higher learning to high school students grades 10-12.
* Developed curriculum and facilitated in person and virtual 10-week Workplace Readiness Training classes for students grades 9-12.
* Supervised staff to optimize services and revenue.
* Evaluated and collected data to gauge participant satisfaction and to implement changes when necessary.
* Completed real time and monthly documentation for funder billing.
* Utilized internet, Microsoft Word, Outlook, Power Point and Excel.

September 2017–September 2019

**Vocational Counselor, Transitional Services**

DePaul Community Services

150 Mt. Hope Avenue, Rochester, New York 14620

* Scheduled, planned, and conducted informational sessions for community partners, parents and students within the Rochester City School District.
* Scheduled and facilitated intake and assessment for entry into transitional program.
* Established relationships with businesses to secure internship sites, engage with potential referral sources and community partners to meet program goals.
* Completed monthly documentation and billing.
* On site coaching of individuals engaged in community internships to increase

 skills such as time management, inter-personal communication and organization.

* Collected and analyzed satisfaction surveys from participants and community partners.
* Utilized internet, Microsoft Word, Outlook, Power Point and Excel.

October 201– July 2017

**Pre-employment Services Training Coordinator**

Starbridge Services, Inc.

1650 South Avenue, Rochester, New York 14618

* Planned, coordinated, and conducted informational sessions within the community.
* Scheduled and facilitated intake and assessment of individuals for entry into the program.
* Developed curriculum, delivered in person trainings and supervised staff in providing pre-employment training.
* Coordinated transition of participants from pre-employment to employment.
* Established relationships with community employers to secure internship/work sites.
* Utilized satisfaction surveys to gauge participant satisfaction and to make appropriate adjustments to programming.
* Developed marketing materials for outreach.
* Completed monthly documentation and billing, including oversight of staff and student schedules.
* Attended community transition meetings with Rochester City School students and personnel.
* Utilized internet, Microsoft Word, Outlook, Power Point and Excel.
* Adhered to NYS, program and agency policies, procedures, and practices.

November 2007–September 2011

**Job Coach**

Monroe #1 BOCES

41 O’Connor Road, Fairport, New York 14450

* Worked with students, ages 18-21 in community-based employment.
* Supported students in developing necessary skills to secure gainful employment following graduation from high school.
* Coordinated work and behavioral plans with teachers and BOCES staff, as well as with employers.
* Adhered to goals established in IEP and other professional assessments to develop and determine methods effective in managing behavior as it related to the work environment.

**Education: S**UNY Empire College

65 credit hours

Rochester Business Institute

Legal Secretarial Degree

Monroe Community College

15 credit hours

**Certifications:**

April 2017

Youth Mental Health First Aide Certificate

September 2016

Certified Employment Professional Certificate

April 9, 2011

New York State Teaching Assistant Certificate

Completed Tiers I, II, III IV and several Tier V trainings through NYS CASE

Completed OPWDD Innovations/Eleversity Trainings