

Resumes for Job Placement Services/Adjunct

Maria Griffin – Benefits Employment Counselor

Mary Bisailon

Skylar Marotta

Maya Dean

CODES:

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Maria H. Griffin

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EXPERIENCE

Benefits Employment Counselor Capital District Center for Independence | 2021- Present Day

- Directly work with individuals with disabilities in connecting individuals to resources, relationship building, group facilitation, skill building/mentoring/goal setting, and socialization/self-esteem building
- Engages consumers and establishes trusting, collaborative relationships directed toward the goal of competitive employment in community job settings.
- Assists clients in obtaining information about their benefits (e.g., SSI, Medicaid, etc.) and how working may affect benefits.
- Provide benefits counseling including helping consumers report earnings, as needed. WIP-C Certified
- Conducting job searches or seeking opportunities for vocational skill development on behalf of a job seeker
- Providing educational support to employers
- Teaching job search skills to participants with disabilities
- Identifying and addressing individuals' potential barriers to successful employment such as: concerns about government benefits and transportation
- Promoting Job Path programs and the valuable aspects of hiring people with disabilities to potential employers for the purpose of securing employment opportunities for individuals with various disabilities

President/Electrician | Kontos Inc., Albany | 2008-2010

- Ran day to day operations.
- Managed and employed 5 electricians.
- Maintain vendor relations. Installation and maintenance of electrical systems, including wiring, breaker boxes, switches and other machinery in a residential setting with widely varying hours and working conditions.
- Customer service and administrative work includes contacting customers, scheduling appointments and completing regulatory requirements, such as taxes or permit applications. Maintenance duties include inspecting electrical equipment, replacing worn parts and repairing complex devices.
- Construction duties include bending conduit, lifting heavy objects, stringing wire and using power tools.

Teacher's Aide/Certified Teaching Assistant | Questar III BOCES, Castleton-on-Hudson 2000-2008

- Assisted with the direction of a certified Special Education Teacher.
- Management of classroom behaviors with Special Education students with physical, emotional, mental, and learning disabilities,
- Monitor student's behavioral patterns and arrange appropriate interventions if needed.
- Collaborated with support staff. Inform parents about their children's performance and potential problems. Manage classroom crises and resolve conflicts. TCI certification (Therapeutic Crisis

Intervention).

Direct Support Professional | New Visions, Albany | 1997-1999

- Teach independence through everyday skills training, including daily living activities, preparing meals, and assisting with personal care.
- Develop, cultivate, and maintain a rapport with people while providing a safe and supportive environment for individual growth.
- Organize, plan, and attend recreational outings to ensure, maintain, and grow community inclusion, SKIP certified (Strategies for Crisis Intervention and Prevention).

EDUCATION

Graduated Guilderland Central High School 1993 Albany

BOCES Electrical Trades I & II

Certification of Teaching Assistant- Cazenovia College 2004

MARY MARGARET BISAILLON

116 North Holmes Street Scotia NY 12302

518-573-3097/jbisailon@verizon.net

EXPERIENCE

Peer Navigator, The Capital District Center for Independence. Inc.

Albany NY 2023-present

assist individuals with disabilities apply for benefits from Social Security, Dept of Social Services, and housing authorities. Assist consumers in searching for and applying for employment. Assist consumers with work readiness skills, also provide information and referrals to other community resources. Active in networking and collaborating with other agencies and providing outreach.

Healthy Living Coordinator, The Capital District Center for Independence; Albany NY — 2017-2019

Promote healthy living through Diabetes classes as a certified DSMP educator. Also perform healthy cooking demonstrations.

Peer Advocate, The Capital District Center for Independence.

Albany NY 2011-2017

assist individuals with disabilities apply for benefits from Social Security, Dept of Social services, and housing authorities. Also provide information and referrals to other community resources.

Membership Associate, YMCA; Glensville NY 2009-2011

Responsible for greeting new and existing members, answering phones and questions. Able to set up new enrollments and registrations for members.

Emergency Room Registrar, Ellis Hospital; Schenectady NY 2005-2006 Responsible for obtaining medical and insurance information from incoming patients or their families in order to prepare charts for nursing and medical staff, as well as the billing department. Knowledge of medical terminology.

Customer Service Representative, Empire BlueCross Blue Shield; 1998-2001

Handled customer inquiries and processed claims. Serviced Senior Plan and HMO contracts.

Omni Austin Hotel Downtown, Austin TX 1996-1998 Convention Service

Manager

Responsible for all aspects of convention planning for a 340 room four diamond hotel, as well as following contracts, upselling and customer relations.

Banquet Chef/ Exécutive Sous-Chef

Responsible for planning and production of banquet foods and supervision of the entire kitchen and staff. Also responsible for ordering food and controlling labor costs and food costs.

Sous Chef, Catering by Rosemary; Austin TX 1994-1996

Supervised a kitchen staff of 10 and servers. Responsible for sanitation, labor and cost control as well as purchasing and production of on and offsite events.

Sous Chef, Tarry House; Austin TX 1990-1994

Hired as pantry cook/baker, promoted to Sous Chef. Responsible for creating and preparing seasonal menus. Did all food ordering and prepared all desserts and breads daily, as well as running the line. Supervised a staff of four.

EDUCATION

2004 - Schenectady County Community College 1990-1994 -

American Culinary Federation

1988-1989 -San Antonio Community College 1986-1988 -

Millsaps College

SKILLS

Thirteen years' experience in not-for-profit Organizations Five
years of medical claims experience

Fifteen years of managerial experience

Skylar Marotta

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(518) 860-8926

skylarmarotta3@gmail.com

EDUCATION

State University of New York at Albany

Master of Social Work

December 2024

State University of New York at New Paltz

Bachelor of Arts: Sociology, Concentration in Human Services

May 2022

- *Academics:* 4.0 GPA, Dean's list 7x September 2021-December 2022
- *Academics:* Senior Thesis: Exploration of Childhood Divorce Grief and School Intervention Spring 2022
- *Grant Writing:* Youth Education Program at Fearless! Hudson Valley, Inc. Fall 2021
- *Leadership:* Research project team leader for two upper-level sociology classes Fall 2020
- *Leadership:* FOSL (Foundations of Student Leadership) workshop Fall 2019

EXPERIENCE

Capital District Center for Independence

Albany, NY

Employment Benefits Counselor/Pre-ETS Teacher

June 2022-August 2022, May 2023-present

- Assisting clients with community services such as food stamps, Medicare/Medicaid, and Social Security
- Preparing high school students with disabilities for post-secondary skills and career skills
- Assist clients prepare for and enter into employment
- Completed NYS CASE Courses Tiers I-IV.

Trinity Alliance

Albany, NY

Intern

December 2022-May 2023

- Assisted clients with services such as insurance applications, physician appointments, and access to nutrition
- Participated in trainings: cybersecurity, mandated reporting, and creating safe spaces for transgender clients.

New Paltz Youth Program

New Paltz, NY

Intern

January 2022-May 2022

- Supervised and interacted with middle and high school youth through conversation, games, art, and activities
- Tutored multiple classes including Science, Language Arts, Reading, and Math at New Paltz Middle School.

Fearless! Hudson Valley, Inc.

Newburgh, NY

Intern

September 2021-November 2021

- Shadowed and observed shelter staff and support residents with necessities, special requests, and services
- Led group activity and participated in staff meetings associated with case planning and team building.

Ulster County Community Action Committee, Early Head Start/Head Start

Kingston, NY

Intern

February 2021-May 2021

- Canvased multiple Ulster County townships for program recruitment and prepared family intake interviews
- Led group activity and participated in family worker meetings, case conferences, and policy council meetings.

SUNY New Paltz Residence Life

New Paltz, NY

Night Host

September 2019-March 2020

- Enforced and documented building and security rules during overnight shifts in residence hall.

EXTRACURRICULAR ACTIVITIES

Communities at New Paltz: Health and Wellness, Student/Resident at L&L Community

Fall 2018-Spring 2019

Habitat for Humanity, Fundraiser

2015-2016

Maya Dean

Stillwater NY 12170

Deanm@sage.edu

518-321-5370

EDUCATION

Bachelor's in arts/Russell Sage College Troy/May 2024

Advanced Regents Diploma/Greenwich Central High School/June 2020

WORK EXPERIENCE

Pre-ETS/Benefits Employment Counselor at Capital District Center for Independence, Inc.- May 2024-Present

- NYCASE Tier IV Certified
- Creates and teaches individualized lesson plans for Pre-ETS classes and 1:1 meetings.
- Skills in Workplace Readiness, Self Advocacy, Job Exploration, and Post Secondary education.
- Assists clients in obtaining information about their benefits (e.g., SSI, Medicaid, etc.) and how working may affect benefits.
- Conduct job searches or seeking opportunities for vocational skill development on behalf of a job seeker
- Teach job search skills to participants with disabilities
- Identify and address individuals' potential barriers to successful employment such as: concerns about government benefits and transportation

Registered Behavior Technician at Momentum Behavior Care - Feb 2024-Present

- Earned RBT Certification through necessary training procedures.
- Implements and maintains behavior intervention plans.
- Experience with de-escalation procedures.
- Maintains a safe and structured learning environment.
- Well versed in Functional Communication training and Social Skills training.

Teacher at Childtime of Mechanicville - Jan 2023-Feb 2024

- Experience with children aged six weeks to twelve years old.
- Skills in patience and empathy.
- Skills in problem solving and conflict resolution.
- Skills in time management and adaptability.
- Maintains a clean and hygienic classroom.

INTERNSHIP/VOLUNTEER EXPERIENCE

Volunteer at Cohoes Connect Center - Sept 2022-Nov 2022

- Skills in tutoring.
- Engaged with young students and staff members.

Intern at Vanderheyden Group Home Troy - March 2022-May 2022

- Gained various achievements through problem solving skills.
- Engaged with adolescent clients and staff members.

Intern at St. Peter's Nursing and Rehab Center Albany- Oct 2021-Dec 2021

- Skills in recreational therapies.
- Engaged with older adult clients and staff members.
- Maintains child safety and hygiene (toileting, dressing, etc).