

Donté M. Blades
 273 Bellmore Rd
 East Meadow, NY 11554

(917) 742-0541

142x
 582x
 578x

Education

Stony Brook, State University of New York, Master of Professional Studies, December 2003

Concentration: "Human Resources Management"

Stony Brook, State University of New York, Bachelors of Arts, May 2002

Major "Economics"

Westchester Community College, Associates of Arts 1999

Major "Marketing"

Experience

Developmental Disabilities Institute -- Smithtown/Hauppauge, NY

Assistant Director of Vocational Services 2/2012-Present

- Supervise four programs (Supported Employment, ACCES-VR, Pre-Vocational and Day Habilitation) that help provide job development services for individuals with special needs.
- Oversees a caseload of 150+ individuals with special needs
- Ensure compliance with all State, Federal, OPWDD and agency policies
- Development of Plan of Corrective Action as it applies to recertification surveys.
- Handle crisis situations according to Emergency procedures, investigates allegations and serious reportable.
- Conducts hiring, terminations, progressive discipline and performance evaluations
- Certify and review monthly notes
- Certified substance abuse evaluator
- Monitors monthly progress of short-term objectives for the individuals
- Oversight of operating checklist and budgetary processes
- Certified SCIP instructor

Program Coordinator April 2008-February 2012

- Supervise Program Manager and Assistant Manager
- Ensure compliance with all State, Federal, OPWDD and agency policies
- Development of Plan of Corrective Action as it applies to recertification surveys.
- Handle crisis situations according to Emergency procedures, investigates allegations and serious reportable.
- Conducts hiring, terminations, progressive discipline and performance evaluations
- Oversee staff schedule, and run staff/team meetings
- Interface with parents, primary care and advocates and ensure individuals are integrated into the community
- Write and ensure implementation of annual program plan, formal goals, and behavior plans
- Ensure on-going active treatment and evaluate and revise as needed.
- Monitors monthly progress of short-term objectives for the individuals
- Oversight of operating checklist and budgetary processes

Developmental Disabilities Institute -- Smithtown, NY

- Wrote and edited sixty second commercials
- Skilled in using Tracker Program and Voice Tracking
- Promotions Director/ Midday Host 2001 -2005
- Responsibilities included networking and building a client base by selling commercial time.
- Set-up successful promotions and key client relationships with companies such as: American Airlines, Caesar's Palace, Broadway.com, Liberty Travel, Mohegan Sun
- Foxwoods, Disney, VH1, Recording Academy for Grammy tickets and other packages.
- Saved company tens of thousands of dollars by executing numerous promotions all done on 100% trade basis
- Operated stations "Love Machine" vehicle to all events, charities and holiday parades throughout Eastern Long Island and Brookhaven Township and acted as liaison, giving station much needed exposure and a leadership role in the served communities.
- Attended job fairs for recruiting of interns and representing the station.
- Worked closely with Program Director in creating upcoming promotions and contributed original, creative ideas and creative copy for promos that successfully aired.
- Hosted Affection Connection, a love song request show, weeknights
- Oversaw interns, updated website www.love96.1.com with regards to community postings and events of interest to the community.
- Instrumental in securing prizes for "12 Days of Christmas" promotion that enhanced sales revenue and added excitement to sponsorship opportunities.
- Set-up "Meet and Greets" and giveaways through promoters and record companies for artists including: Phil Collins, Elton John, John Tesh, Hall and Oates and Rick Springfield.

EDUCATION

St. Joseph's College, Patchogue, NY

Bachelors of Science Degree in General Studies

With concentration in Marketing, Advertising and Public Relations

LICENSES AND CERTIFICATIONS

CDL License

CPR and First Aid and Safety Certification

SCIP Trained

Program Manager

October 2006 – April 2008

- Assist directors with screening of candidates, coordinating interviews and hiring process
- Train and supervise 7 employees that teach and assist developmentally disabled individuals
- Create daily schedules and assign responsibilities to current staff members
- Processed payroll timesheets from inception to completion
- Discipline employees as necessary
- Attend annual, semi-annual and IDT meetings, advocating for consumer's rights
- *(Direct care staff from 10/2003-October 2006)*

Stony Brook Sports Complex – Stony Brook, NY

Building Manager

June 2002 – January 2004

- Managed operations of an athletic facility that comprised of 32 employees
- Contributed to training of staff and scheduling of payroll
- Served as a liaison between University management and employees
- Provided administrative duties upon request
- Reviewed daily finances and sales transactions

References

References are available Upon Request

WENDY JILL ELSEN

P.O. Box 96
Stony Brook, N.Y. 11790

EVALUATOR II

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SUMMARY

An accomplished Job Development Coordinator, skilled in successfully placing individuals on the Autism Spectrum and with various Special Needs into competitive employment. I have a proven 95% retention rate pertaining to these placements lasting 1-3 years or more. Strengths include establishing, Building and Retaining client relationships; Locating Assessment Sites and Conducting Assessments, Networking, Job Carving, Serving as a Guest Speaker and Advocating for The Special Needs Population at Various Chambers of Commerce and Organizations including the HIA. An outstanding fundraiser instrumental in raising over \$10,000 in monies and raffle prizes through the years for the annual "Dancing For Autism" event at DDI and in obtaining Donations from restaurants for the DDI Job Club Conference" over several years and Instrumental in setting up and securing Employers to speak at this conference. Persistent in following up and creating job opportunities and Establishing relationships with Employers which produced new training sites for difficult animal care and cashier assessments. Experienced in teaching and in leading modules in Job Club utilizing the Smart Board and weekly Zoom classes, A Mentor who creates results by inspiring staff to job develop, Voice of DDI switchboard for Recruitment Recording, Recognized in 2015 and named DDI "Employer of the Month."

PROFESSIONAL EXPERIENCE

DDI – Smithtown, N.Y.

2012-Presently

Job Development Coordinator

Skilled at placing "Hard to Place" individuals with special needs with a consistently proven 95% success rate in Employment Retention. Placed 2-3 individuals monthly frequently and consistently, experienced in Job Coaching Facilitated various job clubs with emphasis on Work Readiness skills, Workplace Etiquette, Interview Techniques and Various topics. Instrumental and Persistent in Networking with various businesses to obtain both paid employment and internship opportunities, In Serviced Staff on the "Art of Job Developing" providing twice per month mentoring sessions, Staffed DDI job fairs to obtain referrals, Ambassador of DDI in speaking to prospective employers on the importance of hiring individuals with special needs, Supervisor of new job developers, Skilled in conducting in house interviews, Built and established relationships with Island Harvest/Panera Bread and other companies in setting up runs and pickups for the needy along with consistent clerical opportunities, Created Functional Resumes for individuals, Responsible for successfully mentoring and motivating staff to job develop. Instrumental in preparing Special Needs Individuals for obtaining employment by orchestrating "Mock Interviews" with them. Knowledgeable and active in completing milestone paperwork such as 571x, 572x and 573x forms, 417 monthly reports and Assessments between ten and twenty hours.

Concepts Television - NJ

2016

"No No Ultra" - Voiced National TV Infomercial

PHMG - Manchester, UK 2016-Presently
Voiced Answering Machines for various Brand name companies and Voiced Commercials for various Medical companies, Restaurants, Auto Repair Services, Spas, etc.

WLIX 94.7 Lite FM, Ridge, NY 2012 – Present
Primary voice for station IDs and liners

Inravio.com, Mastic, NY 2012 – 2013
Host of "The Summers Retro Cafe"/Promotions Director
Features 70s, 80s, and 90s, music and MTV/music videos, conducted celebrity interviews, including red carpet interviews with Grammy Award winning singer/songwriter Rick Springfield, Emmy Award winning Director/Producer Sylvia Caminer, and Executive Producer of the Rick Springfield documentary "An Affair of the Heart" Melanie Lents-Janney; developed strong relationships with area venues, wrote promos, and voiced spots for advertisers on the station

Transwest-Station Break Productions, Syosset, NY 2010 – 2014
Voiced promos for Barnes and Nobles, cable television commercials, movie theaters, and websites

WSHR Radio "The Arrow" 91.9, Ronkonkoma, N.Y. 2010
Retro Radio Show Host
Hosted & selected songs for an 80's show, Voiced PSA's, liners and Id's.

WLIX Radio Station, Ridge, N.Y. 2009-Present
Voice Overs
Voiced liners, Id's and PSAs for Christian music station.

I.W. Limited, Medford, NY 2001-2009
96.1 WLVG Radio Station
Hired as Promotions Director/ Midday Host and advanced to Account Executive/ Midday Host
Account Executive/Midday Host 2007-2009

- Accountable for providing on-air experience with adult contemporary radio station, covering all of The East End including the Hamptons and Brookhaven areas.
- Increased listener population hosting the 9am to 2pm midday show.
- Executed on-air contests, played listeners requests, read PSA announcements, which satisfied community listeners.
- Performed commercial voicing on 70% of station's radio commercial ad sponsorships, including agency clients such as Lexus of Southampton, Sleepy's and Gurney's Inn.
- Created and implemented sales proposals and schedules based on clients' budgets.
- Meticulous in following-up with clients to nurture sales relationships and meet their needs. Prospected weekly to recruit potential clients and canvassed Brookhaven and East End

EDUCATION

1/91 – 3/91

ELMCOR YOUTH EMPLOYMENT PROGRAM
107- 20 Northern Boulevard, Corona, NY 11368

2/89 – 6/90

KINGSBOROUGH COMMUNITY COLLEGE
2001 Oriental Boulevard, Manhattan Beach, Brooklyn, NY 11235

9/85 – 12/87

SPRING VALLEY HIGH SCHOOL
Spring Valley, NY 10977

SPECIAL SKILLS

Bilingual (English and French) data entry, typing, filing, payroll preparations and mail processing. Cooking and catering for large groups for any event.

**AWARDS/
CERTIFICATES**

Excellent attendance, positive attitude, conscientious effort and outstanding commitment, dress code, Certificate of Merit in completing 6 hours of Intensive Training in Basic Supervision, 8 Hours of Civil Training for Managers, AMAP, SKIP, CPR and First Aid certified, Defensive Driving, Fire Safety Training, Certificate in HIV Training, Certificate in Strengthening Supervisory Skills.

REFERENCES

Excellent References Furnished Upon Request

Maritza F. Archer
69 Casement Avenue
Central Islip, New York 11722
(631) 988-6275

EVALUATOR II
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OBJECTIVE:

To obtain and secure a position that will enable me to use my skills as I grow with the company.

EXPERIENCE:

8/08 – Present

DEVELOPMENTAL DISABILITIES INSTITUTE

75 Landing Meadow Road, Smithtown, NY 11787

Supported Employment Manager

Coordination and supervision of Supported Employment/ACCES-VR staff, including but not limited to day to day activities, weekly schedules, service plans and transportation coordination. Hire, train, supervise and evaluate new Supported Employment/ACCES staff. Prioritize job development needs in conjunction with Assistant Vocational Director and Job Development Coordinator. Complete and ensure accurate and timely completion of billing documentation, SEMP notes and 416's. Establish and maintain cooperative working relationships with other organizations, agencies, and businesses in the community. Work with employers, consumers and families/collaterals to develop appropriate employment related programming for individuals. Participation in Job Club program. Travel to multiple DDI locations and work sites to ensure individuals served and employers are satisfied with job coaching services provided. Complete all required trainings/certifications; Peer Mentoring Program, in-service workshops, and recertification trainings as required. Provide protective oversight and advocacy. Complete incident reports 624 Regulations and SCIP-R reports. Provide accurate implementation of Emergency Procedures with demonstrated knowledge of all OPWDD and DDI policies.

4/04 – 8/08

QSAC

Residential Coordinator

Provided overall supervision/oversight for 3 IRA programs. Ensured that Managers/assistants are thoroughly trained. Served as a resource for families and guardians as needed. Supervised Managers and reviewed goals, medical, history books, recreation calendars. Ensured that all records maintained in the house are in compliance with OMRDD regulations. Ensured that consumer independence and individualism are prompted. Open new IRA. Provided support to management team as needed. Stepped in as a house supervisor in the absence of the manager. Acted as a resource for management team and direct care staff.

1/03 – 4/04

ST. CHRISTOPHER OTTILIE

1 Alexander Place, Glen Cove, NY

Program Coordinator

Provided overall supervision and oversight for 3 IRA programs. Ensures that all Programmatic and Clinical issues were addressed in a timely and aggressive manner. Responsible for the supervision of Managers. Ensures that goals were implemented, turned, updated and/or revised in a timely manner. Ensures that all staff received all mandated training and other trainings as necessary. Supervise and ensures that all records maintained by the houses are in compliance with OMRDD regulations and the agencies policy and procedures. Ensures that houses are adequately staffed in conformance with consumer needs and existing schedules. Maintain that the programs are audit ready.

6/00 – 12/02

House Manager

Participating in all aspects of opening a new IRA including staffing, facilitated the resident's adjustment to the program. Served as a resource for families and guardians as needed. Ensured that consumer's medical and other prescribed treatments were completed in a timely manner. Ensured Program planning, Shift, Staff, Annual, Semi-Annual and other needed meetings occur

in a timely manner. Completed all staff evaluations, as required provided hands on training of direct care staff in performing active treatment responsibilities. Maintained deficiency free program audits 2 years in a row.

9/99 – 6/00

MERCY HAVEN

859 Connetquot Avenue, Suite 9, Islip Terrace, NY 11752

House Supervisor

Account directly to program administrator. Oversees the planning and evaluation of individual service plan and monitor plan objective. Write progress notes and service plans. Responsible for maintaining all aspects of adequate functioning and maintenance of the community residence. Oversees the quality of care of individual in the residence. Provide counseling, behavior modification, behavioral intervention and crisis management assuring that the residence and residents are in compliance with all State and Federal mental health association guidelines. Monitor medications. Responsible for being on beeper schedule and all related activities.

6/97 – 8/99

ADULT AND CHILDREN LEARNING AND DEVELOPMENT DISABILITIES, INC.

807 South Oyster Bay Road, Bethpage, NY 11714

Assistant Manager

Assist the residential manager in the overall and supervision of residents and staff including the quality of resident care and residence maintenance and to be in charge of the facility and residents in the absence of the manager. Educate staff on current state and agency policy to ensure their implementation. Train and oversee staff in the prompt and appropriate use of incident reporting procedures. Complying with all State and Federal regulations as appropriate.

1/97 – 4/97

UNITED CEREBRAL PALSY

250 Marcus Boulevard, Hauppauge, NY 11788

Direct Care Counselor

Assisting developmentally disabled individuals with goals, community integration and personal skills: hygiene, grooming, shopping, etc

10/96 – 12/96

Project Coordinator

Head of special projects for job development. Job coaching and job readiness skills for people with disabilities.

5/96 – 9/96

CENTRAL NASSAU GUIDANCE AND COUNSELING SERVICES, INC.

246 Old Country Road, Hicksville, NY 11801

MICA Counselor Community Residence Program

Train and assist residents in activities of daily (ADL) skills. Provide counseling, behavioral intervention and crisis management services. Write progress notes on service plan as required. Attends case conferences concerning residents, as needed. Responsible for the day-to-day management of the residence when the Senior Counselor is unavailable. Participated in planning and evaluating individual service plans and monitoring plan objectives. Maintain ongoing contact with other programs and treatment facilities in which residents are engaged.

2/91 – 4/96

UNITED CEREBRAL PLASY

82-25 164TH Street, Jamaica, NY 11432

Workshop Supervisor

Assigned and trained clients in proper method of a job. Responsible for quality control of all assigned contracts and production activities. Participated in planning of programming for all clients. Provided written and verbal reports on client's progress and performance. As directed, participate in contract procurement and selection activities.

SUMMARY JILL LECLAIRE

Motivated, creative, and efficient professional with superior problem-solving abilities. Extensive work history within disability populations in varied settings. Independent flexible worker with strong written, verbal, and organizational skills.

EDUCATION

B.P.S Bachelor of Professional Studies in Therapeutic Recreation, SUNY Brockport
A.A. Associates in Liberal Arts, Florida Junior College at Jacksonville

PROFESSIONAL EXPERIENCE

Developmental Disabilities Institute

99 Hollywood Drive
Smithtown, NY 11787

December 2006 – present

Blended Day Program Manager (Day Hab., Pre-Voc., SEMP)

- Oversee daily operations of day hab./voc. blend
- Ensure mandated staff training requirements
- Perform employee supervision & evaluations
- Facilitate annual/semi clinical team meetings
- Provide protective oversight for DDI individuals
- Ensure accurate revenue of billing and reports
- Develop community-based work sites
- Direct Basket Auction - Dancing for Autism fundraiser
- Maintain case records following OPWDD regulations
- Manage Incident/Investigation Reports
- Participation in varied agency committees
- Develop marketing strategies for basket/candle and website

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Arcadia Management

The Arbors at Hauppauge – Assisted Living Community
1740 Express Drive South, Hauppauge, NY 11788

September 2005 – November 2006

Director of Recreation

- Organize staff & schedules with creative programs
- Perform employee supervision & evaluations
- Facilitate age appropriate recreation activities
- Supervise community team in multiple events
- Increase client community integration
- Create & launch marketing events

Long Island Head Injury Association, Inc. 66 Austin Blvd., Commack, NY 11725

September 2002 – August 2005

Coordinator

- Develop curriculum module for existing program
- Train and develop using company training module
- Manage and supervise large team
- Facilitate disability appropriate activities
- Implement program mission to enhance rehab
- Conflict resolution in the workplace staff/clients
- Performance management and evaluations
- Increase client community integration

Adults and Children with Learning and Developmental Disabilities, Inc. 825 South Oyster Bay Road, Bethpage, NY

11714 January 1999- September 2002

Job Coach Supervisor

- Supervise, coordinate & train job coaches
- Maximize client independence & travel training
- Ensure completion of paperwork for staff
- Support employment guidelines & contracts
- Facilitate client independence in the work force
- Complete DDP process
- Manage conflict resolution among staff/consumers
- Supervise job coaches with 20 person caseloads

Adults and Children with Learning and Developmental Disabilities, Inc. 825 South Oyster Bay Rd, Bethpage, NY 11714

January 1994 – January 1999

Job Coach

- Trained consumers in the workplace on multiple tasks to attain successful employment in the community
- Liaison between consumer, employer, and families to ensure independence
- Conducted VESID, OMRDD billing and assessments, travel trained, and Medicaid regulations

SPECIAL SKILLS

Sign Language, Word/Excel/Publisher, CPR, SCIP, AMAP, OSHA, Behavior Management, First Aid Certification, Innovations Trainings

JEAN BERNARD COLIN

777 Bohemia PKWY, Bohemia New York 11716
Phone: 516-830-8189 E-Mail: colinjeanbernard@gmail.com

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EMPLOYMENT SPECIALIST I

JC

SUPPORTIVE

EMPLOYMENT STAFF

Objective

Work is the only way a person can achieve the dream of being self-sufficient with pride and honor. People work for different reasons, but for one common objective, that is to support themselves and their family. By creating this resume, I want to confirm my willingness to find a job that can help me achieve my goals on a daily basis, pushing me to develop my abilities and improve my intellectual capacity to be more competitive every day.

Experience

AHRC OF Nassau

2015-2018

It is a non-profitable organization that engages in the help of individuals with disabilities (Autism). I'm working for this institution as a "Job coach / Job Developer", where I have for duty to coach the individual so they can be in the best abilities to find a job and reintegrate the society. During my time at AHRC, I received different certificates like CPR, AMAP, SKIP and several continuing trainings related to the company mandatory.

Estee Lauder/ Manpower

2013-2015

It is a manufactory company, which specializes in fragrance production. I had the opportunity to work with them for around eleven months. In the manufactory department, I learned to **Enter** all the Data, **Print** and scan barcode for a safe delivery. I also learned how to operate Forklift and many more equipment.

DDI (Development Disability Institute) March 2023 until Now

I'm working for this institution as an 'Employment Specialist', where I have for duty to coach the individual so they can be in the best abilities to find a job and reintegrate the society. During my time at DDI, I received different certificates like CPR, AMAP, SKIP and several continuing training courses related to the company compliance.

Education

University GOC

2004-2009

I studied for five years and earned a degree in Civil Engineer.

College E. Maranatha

2002-2004

I earned my high school diploma

2018-2020

Nassau Community College

I took some classes to earn a degree in Digital Technology.

2021-2022

I earned a Certificate in digital Marketing at NJTI



Skills

I can speak three languages, **English, French** and Creole. I'm also very skillful with many computer programs such as: Microsoft word, Microsoft Excel, Power Point, Adobe Photoshop, Final Cut, Motion 5 and many more.