KIMBERLY A. MENDOLA

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**Objective**

Secure a vocational rehabilitation role that effectively utilizes my aptitudes, work experience in education, certifications, and training

**Core Qualifications**

* Administer vocational evaluation services in cooperation with ACCES-VR (100X)
* Evaluate and research educational programs individually identified for ACCES-VR participants
* Recommend pre-employment strategies to embolden a smooth employment progression
* Complete confidential assessment strategies to reflect an individual’s workplace assets
* Promote self-confidence in a welcoming environment to encourage motivation towards a goal
* Conference with ACCES-VR counselor to provide information towards career plan
* Facilitate knowledge of Microsoft Office, ASISTS, SAGE, TABE, and CareerZone
* Stay well-informed of available training options, community resources, and on-line information
* Attend performance review meetings with ACCES-VR and able to train another evaluator
* Apply disability knowledge and familiarity with IEP interpretation from teaching experience
* Provide documentation in accordance with the policies of Buffalo Schools Adult Education Division

**Attributes & Strengths**

* Handle tasks with an organized and motivated approach
* Possess analytical and problem-solving skills
* Grasp new information willingly and strategies quickly
* Adept at explaining complex concepts in a clear manner
* Tact and business insight used when establishing customer relations
* Effectively implement verbal and written communication abilities
* Support and listen to others with a trustworthy, positive attitude
* Follow instructions and can formulate the big picture with an end result
* Adjust well to various working conditions
* Make team contributions and navigate conflict using communication abilities
* Able to work independently, with self-initiative, and follow direction
* Can effectively manage time and organize documentation efficiently

**Professional Experience**

**Buffalo Public Schools Adult Education 9/14-present**

*Vocational Evaluator, New Hope Center Buffalo, NY*

* Schedule consumers for assessment, communicate using a variety of means, maintain files, conduct an orientation with practice questions, and provide resources
* Discuss prior education, work experience, limitations, and determine vocational training or degree interests. Observe traits essential to reentry or transitioning into the workplace
* Assess academic, aptitudes, personality traits, learning style, and work attitudes for referred ACCES-VR participants. Efficiently interpret and review the results on an individual basis with customers
* Compile a documented analysis with appropriate recommendations for clients and their counselor
* Manage vouchers and submit reports to ACCES-VR on a monthly basis using Aware vendor portal

**Buffalo Public Schools Adult Education 2/08-9/14**

*Computer Teacher, Response to Love Center Buffalo, NY*

*Computer Teacher, Matt Urban Center*

* Instructed adult students with a self-designed, “real life” curriculum in a designated NYS Literacy Zone on how to complete essential skills as a consumer, use a computer, search on-line, create an e-mail account, and examine the capabilities of Microsoft Office (PowerPoint, Excel, Access, and Word)
* Constructed lesson plans, arranged guest lectures/field trips, met with other teachers to review needs, completed daily schedule/attendance, and managed a computer lab with the use of a SMART Board
* Modeled objectives for students, assigned practice tasks, shaped assessment tools to check for understanding, obtained essential supplies, and continuously monitored pace
* Tutored and helped students individually with career exploration strategies, job searching techniques, email set-up, cover/business letter construction, resume preparedness, and interview practice

**D’Youville College 2002-2004**

*Student Teacher Supervisor Buffalo, NY*

* Managed, evaluated, and provided feedback to promote effective student teachers in a class setting
* Visited multiple sites in order to check the material preparation and instruction of student teachers

**City of Tonawanda High School 1996-1999**

*Business Teacher Tonawanda, NY*

* Taught high school students a variety of business courses, which included: Accounting, Introduction to Occupations, Computer Keyboarding, and Introduction to International Business
* Conducted an accounting class with Williamsville East High School students via a long-distance lab

**General Motors Powertrain Summer 1997**

*Quality Internship Program Tonawanda, NY*

* Designed, implemented, and analyzed an employee training needs’ survey
* Presented the results to a cooperating GM supervisor to encourage efficiency at the workplace

 **East Aurora High School 1990-1996**

 *Business Teacher East Aurora, NY*

* Taught high school students a variety of business subjects, which included: Business Law, Introduction to Occupations, Business Ownership, and Computer Keyboarding
* Started the Spirit Club, advised Yearbook, and coached JV Girls’ Volleyball

**Education**

 **Master of Science in Education May 1994**

*Buffalo State College, Buffalo, NY*

**Bachelor of Science in Business Education May 1989**

*Canisius College, Buffalo, NY*

**Certifications**

**TABE Administrator**

**Microsoft Office Specialist in Word**

**NYS Permanent Teaching in Business Education**

**Training & Development**

**West RAEN & Buffalo Public Schools Sponsored**

* Helping Adults Persist
* Trauma-Informed Care
* Google Docs & Career Zone
* NYS ASISTS Training
* Content Learning and the TASC/GED
* Developing Curriculum & Assessment
* Benefits for Adults with Disabilities
* Customer Service & Point of Contact
* Active Shooter
* Sexual Harassment Prevention
* Learning to Achieve
* Integrating Reading & Math
* Microsoft Office - Teams, Word, Excel, Access, PowerPoint, 365 Refresher
* ACCES-VR Your Community Partner
* Mental Health Advocacy
* Cybersecurity
* Emotional & Wellness Supports
* Instructional Technology Updates
* Opioid Awareness & Narcan Use