

NANCY M. GRANT, MS, NCOPE

☎ 585-281-2892



📍 Finger Lakes, NY 14424

✉ nancy@regionalcareer.com

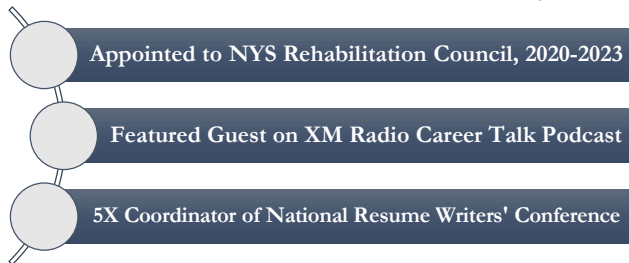
CAREER STRATEGIST

Bridging employment for individuals with disabilities through business engagement and advocacy.

Qualifying Highlights

- Winner of Vivian Belen Award, *National Resume Writer's Association – 2021*, for commitment to ethical volunteer leadership.
- Leadership strengths with established knowledge and network of community resources and partnering agencies.
- Coordinate national educational conference, including speaker recruitment, program slotting, event logistics, and marketing.
- Creative strengths with analytical and organizational skills to generate solutions and overcome obstacles.
- Experienced in program development, educating students and professionals, and delivering dynamic presentations.
- Passion for collaborating with stakeholders to promote and sustain long-term professional relationships.
- Keen ability to quickly assess individual client motivators and identify achievable outcomes quickly and with tact.

Nationally Certified Online Profile Expert – NCOPE



Drive Inclusion
Job Modification
Recruitment

Technical Savvy
Work Accommodations
Disability Expert
Facilitation Skills

Board Leadership & Engagement
Authorized DISC Administrator
Project Management
Monitor Career Trends
Strategic Career Planning
Networking & Collaboration
Human Resource Advisement

PROFESSIONAL HIGHLIGHTS

CAREER STRATEGIST | INDEPENDENT JOB DEVELOPER, Rochester, Finger Lakes & Syracuse, NY 2003 – Present
Regional Career & Employment Services, under contract with New York State Department of Education – ACCES – VR

- Authorized vendor providing Pre-Employment Transition Services, Job Placement, and Coaching & Communication Supports.
- Contact employers to advocate for employment for individuals with disabilities; promote hiring incentives as appropriate.
- Conduct client interviews providing advisement, motivational coaching, and counseling services relative to academic goals, job search strategies, higher education interests, financial aid, student loan repayment programs and workforce initiatives.
- Design and craft customized resumes, CV's, federal format resumes, cover letters, letters of introduction, etc. for individual clients seeking to obtain professional collateral for use in their job search.
- Provide workshops for professional staff and clients on resume development, interview coaching and job search strategies.
- Achieve 75% placement outcome for referred individuals seeking employment with an 85% retention rate.
- Manage revolving caseload of individuals actively seeking vocational counseling exploring education and employment.

TESTING SPECIALIST | ASSISTIVE & ADAPTIVE TECHNOLOGY, Canandaigua, NY 2017 – Present
Finger Lakes Community College, Department of Academic Success & Access Programs, Disability Services Office

- *Support students with disabilities to receive their accommodations in accordance with IDEA and Section 504 of the ADA.*
- Review Individualized Educational Plans (IEP) for recommended testing and academic accommodations.
- Schedule administer and monitor students taking tests within the disability services office.
- Train students to utilize adaptive technology, including text to speech / speech to text software such as Dragon Dictate and Kurzweil; in addition, utilize note takers, C-Pens, write scribes, brail printers, enlarged screens, readers, etc.

EDUCATION

MASTER OF SCIENCE – Criminal Justice, Organizational Management | Michigan State University East Lansing, MI

BACHELOR OF SCIENCE – Psychology | University of New Hampshire at Plymouth State University Plymouth, NH

Board Engagement, Presentation Experience, Professional Development, and Professional Affiliations continued page 2

BOARD ENGAGEMENT, PRESENTATION EXPERIENCE & PROFESSIONAL AFFILIATIONS

New York State Adult Career & Continuing Education Services State Rehabilitation Council (SRC) 2020 - Present
 Appointed to the Board of Directors to serve initial 3-year term for the purpose of advising the NYS Board of Regents, the Commissioner of Education, and the office of Adult Career & Continuing Education Services-Vocational Rehabilitation (ACCES-VR) on the provisions of vocational rehabilitation services. • *Currently serve on the Business Engagement Committee*

National Association of Workforce Development Professionals (NAWDP) 2019 – Present

National Career Development Association (NCDA) 2019 – Present

National Resume Writer’s Association (NRWA), www.thenrwa.org 2015 - Present

Actively engage in on-going professional development and enrichment for professionals in the career advisory industry.
 • *Chair of the National Conference Planning Committee (2018 – Present)* • *Current Board Member*

Plymouth State University Alumni Association | Plymouth State University, Plymouth, NH 2008 – Present

• **Distinguished Alumni Service Award Recipient – 2018** • *Chair of the Executive Committee (2017 – 2018)*
 • *Parent & Greek Alumni Advisory Board (2016 - Present)* • *Chair of the Alumni Awards Sub-Committee (2011 – 2017)*

East House Corp. | Rochester Institute of Technology College Enrichment Program, Rochester, NY 2017 – 2019

Volunteered to deliver career related instructional workshops for adults seeking to obtain on-campus college experience.

International Association of Workforce Professionals (IAWP) – Finger Lakes Sub-Chapter 2005 - 2015

• **Individual Specialized Customer Service Award – Recipient** • *Former Executive Committee Board Member*

Additional Engagement

Rochester Area Employment Network (RAEN), Rochester, NY • *Former Executive Board Member and Chairperson*

Honeoye Falls – Lima School District | Continuing Education Committee • *Former Board Member*

Rochester Women’s Network (RWN), Rochester, NY • *Former Member & Marketing & Public Relations Committee Contributor*

Michigan State University Alumni Association | Rochester, New York Chapter • *Former Board Member*

PROFESSIONAL ENRICHMENT

NYS CASE – Consortium for Advancing and Supporting Employment, Cornell University, ILR School 2019 – Present

Course Highlights: • Coaching & Communications Supports for Post-Secondary & Employment Settings
 • Developing & Delivering Youth Transition Services • Developing & Delivering Pre-Employment Transition Services
 • Student & Youth Transition Services in NYS • Understanding Challenging Behaviors in the Workplace
 • Working with Students & Youth: Authentic Engagement • Foundations of Job Placement • Supporting Long Term Success
 • Facilitating Job Coaching & Employment Supports • Assessment & Employment Planning I & II • Business Engagement
 • Self-Advocacy Skill for Employment & Post-Secondary Education • Creating a Framework of Services for Students & Youth

NCOPE – Nationally Certified On-line Profile Expert | National Resume Writers Association, 2019, Recertified – 2022

Writing Excellence, NCRW Preparatory Program | National Resume Writers Association 2020

Social Security Disability Benefits, Work Incentives Planning & Assistance | SSA & Virginia Commonwealth University 2018

EARLY CAREER HIGHLIGHTS – Prior 2003

VOCATIONAL REHABILITATION CONSULTANT | JOB CLUB PROGRAM MANAGER | VOCATIONAL COUNSELOR

- Hired, supervised, coached, mentored, and evaluated performance of professional staff to independently operate programs with accountability and pride; created training materials and assessment tools, developed methods to improve productivity and promote employee accountability; documented outcomes, maintained tracking materials, and analyzed statistical reporting data.
- Prepared and managed operational budgets, analyzed P & L statements, negotiated lease terms, purchased equipment and supplies, completed business plans, secured both private and public funding, and developed operational tracking methods.
- Participated in statewide trade shows as a vendor, conducted presentations to educate participants on industry trends, and built new relationships to increase program visibility and diversify customer base.

Job Club Operations Program Manager | Coventry formerly Concentra Managed Care, Inc. New York State

Assistant Program Manager / Vocational Counselor II | East House Corporation Rochester, NY

Vocational Rehabilitation Consultant | Lombardi Associates / Managed Care Network | Crawford Upstate, NY