

STEPHANIE WOODWARD

585-269-9184

Stephanie@DisabilityEmpowHerNetwork.org

Executive Director and attorney with an interest in disability, civil, and human rights. Extensive experience and involvement in community outreach and organizing, with a focus on youth development, mentoring, and intersectionality. Stephanie will oversee the operations of ACCES-VR CRS services and provide some direct Pre-ETS services.

EXPERIENCE

DISABILITY EMPOWHER NETWORK

Rochester, NY

Executive Director

Nov. 2020 – Present

- Founded Disability EmpowHer Network, an organization that connects, motivates, and guides disabled girls and women to grow, learn, and develop to their highest potential and have the confidence to lead.
- Responsible for driving organizational growth and in two years brought the organization from an idea to a fully operational nonprofit with 3 full time staff, 3 part time staff, 12 per diem staff, and 7 successful national programs.
- Responsible for overseeing and growing all programs, financials, and community connections.
- In the organization's first two years, we helped 45+ disabled girls and women land new paid work opportunities and promotions, 120+ girls and women with disabilities connect with successful disabled women mentors, and 40+ young women with disabilities begin leadership development programs – all in the midst of a pandemic.
- Work with girls and women with disabilities to learn new skills, set and achieve goals, and increase their confidence.

EMPIRE JUSTICE CENTER

Rochester, NY

Crime Victims Attorney

Oct. 2019 – Jan. 2021

- Provided legal assistance to help disabled crime victims as they work to recover from crimes that they experience, including assisting a mother with intellectual disabilities with the safe return of her kidnapped toddler after 23 days.

MONROE COMMUNITY COLLEGE

Rochester, NY

Adjunct Professor

Jan. 2019 – Present

- Facilitated class instruction on topics of person-centered planning, diversity, & implicit bias, and swiftly adjusted my teaching methods during COVID-19 to ensure students could pass the class despite not having access to technology.

CENTER FOR DISABILITY RIGHTS

Rochester, NY

Director of Advocacy

June 2014 – Sept. 2019

- Planned, organized, and managed disability rights advocacy efforts on local, state, and national levels.
- Oversaw Albany-based policy team that performed state and national legislative advocacy while managing the Rochester-based and remote advocacy staff.
- Drafted legislation on local, state, and national level, including the federal disability rights bills.
- Drafted amicus briefs in state and federal courts, including the Supreme Court of the United States.
- Educated the public on disability rights issues through in person meetings and trainings, media interviews, social media campaigns, lectures, webinars, participating in community events, and pursuing legal action when necessary.

DISABILITY INDEPENDENCE GROUP

Miami, FL

Attorney

Aug. 2013 – June 2014

- Litigation and appeals in local, state, and Federal courts focusing on disability rights and other civil rights issues.
- Worked with community partners to create a more accessible and integrated community for people with disabilities.

UNITED STATES SENATE

Rochester, NY

Offices of Senator Charles Schumer (NY) and Senator Tom Harkin (IA)

May. 2009 – Dec. 2010

- Researched and answered constituent inquiries on behalf of Senator Schumer and Senator Harkin.
- Assisted Senator Harkin's Disability Counsel, researched and analyzed issues that pertained to people with disabilities including subminimum wage, accessible transportation, community living, health care reform, and ADA compliance.

EDUCATION

SYRACUSE UNIVERSITY COLLEGE OF LAW, Syracuse, NY

Juris Doctor, *magna cum laude*, Certificate in Disability Law and Policy, May 2013

M.S. Ed. in Cultural Foundations of Education, Certificate in Advanced Studies in Disability Studies, May 2013

ST. JOHN FISHER COLLEGE, Rochester, NY

B.S. in Management and English, *magna cum laude*, May 2010

CORNELL UNIVERSITY COLLEGE OF HUMAN ECOLOGY, Cornell, NY

Certificate in Financial Success for Nonprofits, December 2017

Stephanie Woodward

LEADERSHIP & COMMUNITY INVOLVEMENT

NEW YORK STATE INDEPENDENT LIVING COUNCIL(NYSILC)

Albany, NY

Council Member

Jan. 2021- Present

- Council member for NYSILC, an independent, nonprofit state council. The NYSILC mission is to promote independent living for people with disabilities across New York State. Serving on the Recruitment Committee and as a mentor to new council members.

MONROE COUNTY BAR ASSOCIATION

Rochester, NY

Member & Co-Chair of Diversity Committee

Sept. 2014 – Sept. 2020

- Presented two CLE's on the rights of people with disabilities in employment, public accommodations, and parenting.
- Co-facilitated the MCBA Diversity Clerkship, inviting diverse and marginalized law students to practice in Rochester.

ATTORNEY GRIEVANCE COMMITTEE

Rochester, NY

Appointed Member

April 2018 – Present

- Confidentially review and make decisions on alleged attorney misconduct in the Seventh Judicial District.

NATIONAL COUNCIL ON INDEPENDENT LIVING

Washington, DC

Presenter and Former Legal Counsel

July 2009 – Present

- Presenter for the National Council on Independent Living at multiple conferences, educating advocates on disability rights issues, best practices in advocacy, and legislative updates.
- Represented NCIL in an amicus brief before the United States Supreme Court regarding disability rights issues.

PORTLIGHT INCLUSIVE DISASTER STRATEGIES

Rochester, NY

Volunteer

Sept. 2017 – Oct. 2017

- Organized emergency response team on site in Puerto Rico to provide disaster relief to disabled people.
- Organized finances, housing, transportation, and travel for emergency response team.

AWARDS & HONORS

THE CHANGEMAKERS: ROCHESTER WOMEN WHO CHANGED THE WORLD, Awarded by RMSC in 2020

Rochester Museum & Science Center created this exhibit of past and present diverse Rochester, Indigenous, and Haudenosaunee women visionaries and trailblazers who changed Rochester and the world. I am featured in this exhibit for my disability rights activism and my leadership in organizing activists to protect the Affordable Care Act.

2019 ROCHESTER 10, Awarded by City Newspaper in 2019

The Rochester 10 highlights the work of 10 outstanding Rochesterians whose efforts, talent, and determination make Rochester the community it is. I was selected for this distinction for the work I have done locally, statewide, and nationally to enforce and expand disability rights. My work to increase affordable, accessible, integrated housing was highlighted in this recognition, as well as my work to prevent \$800 billion in proposed Medicaid cuts.

DAVID VEATCH ADVOCACY ACHIEVEMENT AWARD, Awarded by the NY Association on Independent Living in 2017

This award recognizes an individual who is passionate about advocating for the independence of people with all types of disabilities and who champions community-based services. I received this honor for helping to lead direct actions to protect Medicaid and access to long term services and supports.

COREY ROWLEY NATIONAL ADVOCACY AWARD, Awarded by the National Council on Independent Living in 2016

This award recognizes person who has made significant contributions to the Independent Living Movement and the Disability Community. I received this award for my work in drafting disability rights legislation, coordinating activists during the 2016 Presidential campaigns to urge candidates to support disability rights, and creating the Live On campaign to curb the suicide rate of disabled people.

FINN BUELLER'S ADVOCATE OF THE YEAR AWARD, Awarded by United Spinal Association in 2016

This award is given to an outstanding advocate whose work has contributed to ensuring the independence, integration, and civil rights of people with disabilities. I received this award for my work on disability rights legislation and my activism to create more accessible and disability friendly communities.

Sophie Poost (she/her)

(570) 250-4253 | aspoost@gmail.com

Sophie will manage staff providing ACCESS-VR CRS services and provide some direct Pre-ETS services.

Professional Experience

Director of Programs | Disability EmpowHer Network | *June 2022-present*

- Oversee the planning and execution of five programs geared towards empowering disabled girls and women through mentorship and learning.
- Manage and support staff and volunteers in expanding the organization's reach through programs, events, and community engagement.
- Facilitate group and one-on-one mentorship for girls and women with disabilities to expand their skill set, find community, reach personal goals, and build confidence.

Program Coordinator | American Association of People with Disabilities | *May 2021-July 2022*

- Managed the AAPD Summer Internship Program, a professional and career development opportunity for disabled students and recent graduates to access meaningful employment, gain leadership skills, and connect to the broader disability community.
- Led the recruitment, application reviews, interviews, and selection of internship participants.
- Developed curriculum for and facilitated weekly Disability Advocacy Certificate Program classes for interns.
- Connected 22 interns with successful disabled professionals as mentors and oversaw mentoring relationships.
- Coordinated travel, housing, and accommodations for 22 interns.

Administrative Assistant to the VP of Student Life | Mars Hill University | *January 2020-May 2021*

- Facilitated day-to-day operations for the Student Life Office by organizing meetings and schedules, maintaining the budget, handling communications, and tracking conduct records and reports.
- Supervised four student workers in the completion of long term office projects.
- Coordinated with campus partners on the research, creation, and adjustment of a 20 page protocol guide for the return of 700 students to campus during COVID-19.

Systems Advocate | Center for Disability Rights Inc. | *April 2018-December 2019*

- Created and facilitated individualized trainings for local school partners on disability rights and discrimination.
- Outreach to Rochester area employers and housing providers to inform them of barriers for the disability community to encourage increases in accessible housing and job accommodations.

Resident Assistant | Elmira College | *August 2016-April 2018*

- Developed living and learning communities for 24 students in the residence hall by creating an accepting environment and supporting struggling residents by connecting them to resources.
- Fostered growth of first-year and upperclass residents through need-based programming.

Camp Counselor | Kingsley Pines | *June- July 2015, 2014, and 2017*

- Emboldened campers to take calculated and safe risks in order to build confidence and skills.
- Incentivized campers to act in a kind manner and mediated conflict when necessary.

Training

Digital Strategy Cohort Member | National Democratic Training Committee's Staff Academy

Remote, January 2021-March 22, 2021

- Completed 10 weeks of online coursework and interactive webinars on email, social media, and NGP 8 digital strategy and campaign uses.

Education

Bachelor of Arts - Anthropology/Sociology

Elmira College, Elmira, NY

Lavender Nestrick

724.719.7386 | orn5@pitt.edu Lavender is our Transitions Coordinator and will provide direct pre-ETS services.

EDUCATION & CERTIFICATIONS

University of Pittsburgh | August 2017 - May 2021

Bachelor of Science in Psychology, Summa Cum Laude

Honors: Dean's List, all semesters

Johnson City Senior High School | September 2013 - June 2017

Honors: Valedictorian

KEY COMPETENCIES

Research Methods and Data

Analysis

Life Coaching

PROFESSIONAL EXPERIENCE

Critical Thinking

Effective Communication

Team Collaboration

Inclusive Environment Creation

Leadership and Supervision

Problem Solving

Transition Coordinator - Disability EmpowHer Network, Rochester, NY October 2024 - Present

- Develop and implement individualized transition plans for adolescents with disabilities, emphasizing career exploration, job readiness, and essential life skills.
- Collaborate with educational institutions, community organizations, and employers to establish internship, work experience, and vocational training opportunities.
- Facilitate individual and group workshops addressing topics such as resume writing, interview preparation, and professional workplace etiquette.
- Evaluate students' strengths, interests, and aspirations to assist them in formulating a clear career trajectory and identifying appropriate post-graduation options.
- Provide guidance and support in the areas of self-advocacy, social skills, and independent living competencies.
- Coordinate job shadowing and practical work experience opportunities to enhance students' confidence and skills within a professional environment.

Administrative Assistant - Disability EmpowHer Network, Remote May 2024 - October 2024

- Managed the organization's email inbox, ensuring timely and sensitive responses to inquiries from girls and young women with disabilities, and their families seeking information and support related to the organization's programs and services.
- Facilitated connections between individuals seeking resources and the organization's network of mentors and partners, ensuring accessible and relevant support for disabled girls and women in need.
- Responsible for monitoring and concisely documenting progress of program participants.
- Liaised with external organizations, fostering collaborations to expand the organization's reach and enhance the impact of their programs within the disability community.
- Managed and curated engaging social media content, promoting events, success stories, and resources that amplified the voices and achievements of disabled girls and women.

Substitute Teacher - Binghamton City School District, Binghamton, NY

Oct. 2023 - Dec. 2023

- Supervised and engaged with students during the absence of regular teachers, following lesson plans and maintaining classroom discipline according to school policies.
- Delivered instruction aligned with the curriculum and assisted with assignments and questions. Managed classroom activities, transitions, attendance, and behavior records.
- Communicated with school administration and ensured student safety and well-being.
- Frequently requested by educators to interact with and provide specialized services to students with Individualized Education Programs (IEPs).

Interim Staff In Training Coordinator - Camp Lilac, West-Central Ohio

Aug. 2023

- Developed customized schedules, supervised activities, and fostered team inclusivity with trans and gender-diverse teens in a staff-in-training (SIT) program.
- Conducted one-on-one and group sessions to empower SITs in exploring their identities.
- Tracked SIT progress via self and peer surveys and generated progress reports to highlight areas of individual success and areas presenting opportunities for growth.
- Supported SITs in creating and executing plans to further their abilities according to feedback presented in progress reports.

Volunteer Camp Staff - Camp Lilac, West-Central Ohio

July 2023

- Supported transgender, queer, and disabled camp attendees aged 13 to 17 through navigating homesickness, gender dysphoria, interpersonal conflicts, and other high-emotion scenarios. Facilitated a roundtable discussion on neurodivergence among campers.
- Responded to mental health emergencies and referred campers to onsite mental health staff.
- Worked with campers who had disability-specific accommodations in ways that were consistent with their needs.

Development Manager - Camp Lilac, Central Ohio

Jan. 2023 - Feb. 2024

- Managed the transition of donation and financial management systems.
- Led donor outreach and tracked progress via reports and metrics generated..
- Coordinated a team for live-streaming on Twitch.tv and organized fundraisers, collaborating with departments such as Social Media and Communications.

Resident Assistant - University of Pittsburgh, Pittsburgh, PA

Aug. 2018 - Oct. 2019

- Facilitated orientation programs and community-building activities to ease new students' transition into campus life.
- Mentored and advised a diverse group of students, providing guidance on academic, personal, and social challenges.
- Fostered a supportive environment through regular one-on-one meetings, ensuring individual student needs were met effectively.
- Collaborated with campus resources to connect students with academic tutoring, counseling services, and extracurricular opportunities.
- Mediated conflicts and addressed behavioral issues within the residence hall, promoting a positive and respectful living environment.
- Served as a role model and resource for residents, promoting a sense of community and responsibility among peers.

Melanie would provide direct Pre-ETS services.

The College at Brockport State University of New York

Bachelor of Science, Recreation and Leisure Studies
Concentration: Management, Rho Phi Lambda

Work History

Sole-Owner & Self-direction broker, Resource 2 Rise, LLC January '23 - Present

- Empower individuals, support their self-determination & skill development, provide a supportive environment, and motivate & encourage continuous learning with a holistic approach.
- Through Self-Direction, I collaborate with Fiscal Intermediaries to serve people with developmental disabilities, assisting them in self-directing their Medicaid dollars through OPWDD waiver.

Care Coordinator, Person Centered Services July '22 - Present

- Collaborates with individuals, their support networks, and the service provider team to create a comprehensive Life Plan that is centered around the person's needs and preferences.
- Demonstrates a strong commitment to diversity, equity, and inclusion by fostering a respectful and supportive environment for individuals & coworkers.
- Guide students with disabilities and their parents through transition planning to adulthood, exploring educational and prevocational options after school.
- Efficiently manages a caseload of varying levels of complexity, while customizing services to meet the unique needs of each individual.
- Ensures timely completion of enrollment & eligibility documentation.
- Conducts assessments and delivers services by meeting individuals in their homes, physician/provider offices, and other public locations as needed.

Mentor, Disability EmpowHer Network April '22 - Present

- Assists in setting and achieving personal goals, promoting self-confidence, and encouraging personal growth among mentees.
- Collaborates with mentors, program coordinators, and stakeholders to develop and implement tailored mentoring strategies for girls with disabilities.
- Foster a sense of community and belonging among mentees, promoting social connections and reducing feelings of isolation.
- Offers support and adaptive equipment to empower mentees to develop their independence.
- Provide workplace readiness training through mock interviews, resume writing, & career exploration.
- Travel to Washington, D.C. for a week to provide mentorship and support to young disabled women as they present their recommendations on disaster preparedness to Senators, practicing their leadership and advocacy skills.
- Our group embarks on a week-long camping trip in the secluded Adirondack Mountains, immersed in an environment without electronics. During this time, we focus on learning essential survival skills, fostering self-empowerment, and enhancing our independence.

Service Coordinator for NHTD/TBI Waiver, Community Care HHS Oct '20 - June'22

- Develop comprehensive service plans for individuals with developmental disabilities, connecting them to community and social services.
- Advocate for clients' benefits, providing justification for necessary services to the Department of Health.
- Create goal-oriented plans to promote clients' independence in the community, tailored to their specific needs and strengths..
- Research and network with a wide range of services and community resources to meet client needs.

Care Manager, SKIP of NY Feb '20 - Oct '20

- Coordinate with family, professionals, and providers to complete comprehensive plans of care, CANs assessments, IEPs, and service plans.
- Link and refer clients to services available to them and educate care givers on community resources available to them while caring for a loved one.
- Conduct monthly consulting with clients based off of their goal plans. Identify service needs, potential issues or concerns for clients.
- Maintain updated case notes and documentation in adherence to HCBS Waiver policy.

Work History Continued**Independent Living Manager, Regional Center for Independent Living** Nov '18—Jan '20

- Managed contracts for four core programs, including NY Connects, ACCES-VR and Commission for the Blind for Benefits Advisement (SSI/SSDI) and Vocational programs.
- Offered barrier-free information, assistance, and advocacy to individuals, family members, and caregivers seeking Long Term Services and Supports.
- Collaborate with community partners to provide opportunities for a more person-centered approach for consumers for successful vocational experiences
- Conducted trainings on topics such as SSI/SSDI benefits, Public Assistance benefits, Medicaid and Medicare, and Managed Long Term Care..
- Conducted ongoing outreach to community partners and potential consumers to increase referrals for all Independent Living Programs.
- Managed and trained staff while ensuring compliance for vocational and prevocational programs. (such as Benefits advisement, job development, job readiness, job placement, work based learning experiences)
- VR Program codes provided : 557X, 963X, 175X,

Manager of Recreation and Day Services, Center for Disability Rights, Inc., June '14 – Apr. '17

- Oversee project management through negotiating and obtaining contracts with MLTC providers and negotiate private pay contracts with potential clients for expanding locations.
- Market programs for Canandaigua and Rochester locations & ensure growth in funding for departments.
- Adhere to federal and state regulations through DOH for proper case management records.
- Report services and ensure reimbursement through Medicaid funders.
- Support families in admission and discharge process.
- Plan, initiate, and execute several special events throughout the year involving consumers, staff, and general public.
- Guide participants in utilizing and arranging public transportation
- Develop volunteer opportunities to explore prevocational skills and job readiness

Certifications and Skills:

- Trainer of NHTD and TBI Medicaid Waiver programs, Advanced working knowledge of waiver and DOH regulations
- Person Centered Options Counseling Certified
- 12+ years of supervisory & management experience
- Ability to work in a team atmosphere and independently
- Excellence in: public speaking, oral and written communication and interpersonal skills
- Intermediate knowledge of American Sign Language
- Current working knowledge of Medicare, Medicaid,

Taneeka Afify

Taneeka.smith@gmail.com

Service Coordinator with 7 years of experience including Manager and Director Experience. Possesses a B.A. in American Studies with a concentration in minority cultural studies, also studied elementary and early childhood education.

Taneeka would provide direct Pre-ETS services.

PROFESSIONAL EXPERIENCE

DISABILITY EMPOWER NETWORK

ROCHESTER, NY

EmpowHer Roc Coordinator

April 2022- Present

- Oversee the EmpowHer Roc, a program which provides an opportunity for young women with disabilities (ages 10 - 21) in and around Monroe County, NY to meet every month for fun, skill building, and empowering activities while connecting with peers. Participants in the program help with planning and executing each monthly event as they develop leadership and team building skills.
- Work with young women with disabilities to design monthly skill-building activities that are engaging and fun. Develop full lesson plans for each monthly activity and track the progress of each participant through anecdotal record, exit tickets, and other qualitative and quantitative measuring tools.
- Serve as a positive disabled woman mentor to participants, demonstrating independent living & leadership skills.
- Attend networking events, collaborate with other community based organizations, and consistently recruit new young women to join the program.
- Help young women with disabilities set and reach personal goals, in group settings & one-on-one sessions.

UNLIMITED CARE

ROCHESTER, NY

Service Coordinator/ Intake Coordinator

Nov 2022- Present

- Create person centered plans of care to be inclusive of all goals for participants including service plans, rights and responsibilities, plans of protective oversight, individual service plans, detailed goal plans, and more.
- Assist participants to create rich detailed goals plans that ladder their goals in order for them to be able to be successful in reaching their personal goals
- Assist participants with benefits advisement, applying for benefits, job placement. advocacy applying for Access-VR, linking with community resources, applying for higher education, GED programs, licensure programs for specialized programming such as LPN, and disability services within their programs.
- Assist participants to gain access to EMODs and assistive technology, as well as waiver services including personal care, positive behavioral intervention, community integration counseling and structured day programs.
- Work with participants to ensure medical advocacy and advocacy for their rights within their services.
- Maintain consistent contact to ensure track progress and address concerns in a timely manner.

COMMUNITY CARE HOME HEALTH SERVICES

ROCHESTER NY

Assistant Director of Waiver Services

Jan. 2022- Nov. 2022

- Continued all service coordinator duties and responsibilities with a caseload of up to 15 participants while also managing and training the entire waiver services staff.
- Responsible for reviewing, updating, and submitting plans to the RRDC, as well as completing HCSS, DGPs and ISRs for HCSS, and attending trainings and provider meetings.

Service Coordinator

Feb. 2021-Jan. 2022

- Create person centered plans of care to be inclusive of all goals for participants including service plans, rights and responsibilities, plans of protective oversight, individual service plans, detailed goal plans, and more.
- Assist participants to create rich detailed goals plans that ladder their goals in order for them to be able to be successful in reaching their personal goals
- Assist participants with benefits advisement, applying for benefits, job placement. advocacy applying for Access-VR, linking with community resources, applying for higher education, GED programs, licensure programs for specialized programming, and disability services within their programs.
- Assist participants to gain access to EMODs and assistive technology, as well as waiver services including personal care, positive behavioral intervention, community integration counseling and structured day programs.
- Work with participants to ensure medical advocacy and advocacy for their rights within their services.
- Maintain consistent contact to ensure track progress and address concerns in a timely manner.
- Assisted director with communication with the RRDC and mentoring new Service Coordination staff.
- Developed and implemented new electronic file system for ease of access as well as new auditing tools and new service coordinator detailed goal plan, created new documents to match paper filing system

CENTER FOR DISABILITY RIGHTS

Manager of Service Coordination, Acting Director of Waiver Services
 4 years OPWDD Medicaid Service Coordinator

ROCHESTER NY

Jan. 2016 - Feb. 2021

- Continued all duties of an NHTD/TBI service coordinator while also participating in transition trainings for participants aging out of the school districts and advocating for school age participants for reasonable accommodations, 504, IEPs, and attended IEP meetings.

3 years NHTD/TBI Service Coordination

- Create person centered plans of care to be inclusive of all goals for participants including service plans, rights and responsibilities, plans of protective oversight, individual service plans, detailed goal plans, and more.
- Assist participants to create rich detailed goals plans that ladder their goals in order for them to be able to be successful in reaching their personal goals
- Assist participants with benefits advisement, applying for benefits, job placement. advocacy applying for Access-VR, linking with community resources, applying for higher education, GED programs, licensure programs for specialized programming, and disability services within their programs.
- Assist participants to gain access to EMODs and assistive technology, as well as waiver services including personal care, positive behavioral intervention, community integration counseling and structured day programs.
- Work with participants to ensure medical advocacy and advocacy for their rights within their services.
- Maintain consistent contact to ensure track progress and address concerns in a timely manner.
- Assisted director with communication with the RRDC and mentoring new Service Coordination staff.
- Developed and implemented new electronic file system for ease of access as well as new auditing tools and new service coordinator detailed goal plan, created new documents to match paper filing system.

2 years Manager of Service Coordination

- Managed due dates, reviewed plans, managed and supported staff, and attended provider meetings
- Coordinated with the RRDCs of three regions (Buffalo, Rochester and Southern Tier)

ERWIN CHILD AND FAMILY CENTER*Lead Teacher***PAINTED POST NY***December 2015 – Present*

- Write and implement lesson plans weekly and coordinate curriculum and anecdotal records for all students.
- Manage staff and responsible for all staff performance reviews. Responsible for managing staff and children’s files; ensuring all paperwork is correct and filed appropriately while maintaining strict confidentiality.

EOP HEADSTART*Lead Teacher***Elmira NY***August 2015 – December 2015*

- Designed an educationally comprehensive curriculum that meets the needs of every child.
- Completed daily, weekly and monthly paperwork including attendance, anecdotal records, pedestrian safety, class newsletters, disabilities team meeting, contact sheets and monthly packets.
- Completed home visits, working in conjunction with families to further the needs and education of children
- Work directly with preschool children supervising individual and group learning
- Completed sensory integration dysfunction, emotional health, and mental health and sensory disabilities training.

THE CRESCENT ACADEMY*Pre-k Teacher***Johnson City, NY***August 2011-August 2015*

- Prepare weekly and daily lesson plans to ensure students’ learning and growth.
- Implemented common core curriculum as well as being trained in Common Core curriculum implementation
- Prepared report cards, designed new report cards to align with common core standards for grades pre-k-5th
- Supervised teacher aide in my classroom and performed administrative duties to assist Principal as needed
- Organized field trips and extracurricular activities
- Worked with bi-lingual and ESOL students and parents in Urdu, Arabic, Azerbaijani and Turkish

EDUCATION**Wells College***Bachelor of Arts in American Studies, May 2007***Aurora, NY****ADDITIONAL SKILLS**

- Person Centered Planning
- Direct pharmaceutical knowledge, inpatient and outpatient pharmacy experience.
- Formerly CPR/ First aid and medication administration trainer
- Train the trainer, Rochester RRDC