* Works well with youth and adults of any age;
  + I have worked with individuals from every socioeconomic background and age group from parents of pre-schoolers and pre-school children to native elders, public assistance recipients, and former inmates re-entering society.
* Has the ability and skill to interview and obtain factual information from individuals regarding highly personal, sensitive or confidential information.
  + While working with individuals seeking employment I interviewed not only for background barriers but for skills and abilities that would assist them in obtaining long term employment. All data obtained was under strict HIPAA and PIPA laws, rules and regulations.
* Can analyze complex issues and situations, and propose viable solutions and courses of action;
  + My best project has been the process of making the Habilitation Homes in SDS’s DS3 database more visible. Previously the recipient workers and the provider certification workers could not tell who lives at which Residential Habilitation home. By looking at the connections, the current system can do and working with the Research & Analysis team, I was able to help determine how the database could be modified for this new set of data. When all the data is in place, the database will be streamlined. Clients will be connected to the homes they live in and certification and quality assurance will be able to tell which homes are contracted to which certified providers, allowing for complaints and site reviews to become a more common occurrence and overall improve life for the individuals served in the homes. The data entry and analysis of the few homes in the system requires detailed knowledge of the types of habilitation services and a complex process of database connections and merging of records.
* Can make group presentations and lead discussion groups, workshops or seminars related to communicable disease and transmission.
  + While I have never presented on communicable disease or transmission I have presented many times on computer use, work search, and data archiving.
* Can analyze data, facts, of information, and draw logical conclusions, and present information effectively, both orally and in writing;
* Has the ability to use Microsoft Outlook, Word, Excel and PowerPoint.
  + I earned a Master Certification in MS Office 2003 and have since upgraded my skill sets to include Office 2007 and Office 2010. I can setup complex tables and graphs for data analysis in Excel. I was responsible for the original system creation, documenting, tracking and generation of statistics for the Commissioner’s Dashboard in 2009 for the Critical Incident Reports.