OLIVIA SMITH

Disability Coordinator

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PROFESSIONAL SUMMARY

Dynamic Disability Coordinator with 7 years of dedicated experience in managing services for individuals with disabilities. Proven ability to enhance program accessibility and compliance with federal regulations. Strong advocate for inclusive education, focusing on individualized support and community collaboration to promote independence and success.

WORK EXPERIENCE

Disability Coordinator

Pineapple Enterprises

- 1. Designed and delivered training programs to enhance staff understanding of disability services and compliance standards.
- 2. Collaborated with multidisciplinary teams to assess and implement individualized support plans for students.
- 3. Monitored program effectiveness, ensuring adherence to regulations and best practices in disability services.
- 4. Led initiatives to promote disability awareness through workshops and community outreach.
- 5. Evaluated and updated training materials to reflect current practices and legal requirements.
- 6. Facilitated conflict resolution and mediation sessions to support a harmonious learning environment.
- 7. Established metrics to assess program success and identify areas for improvement.

Disability Coordinator

Crescent Moon Design

- 1. Coordinated services for students with disabilities, ensuring compliance with IEPs and 504 plans.
- 2. Assisted in the administration of disability-related leave policies, tracking usage and trends effectively.
- 3. Conducted needs assessments to identify barriers to student success and recommend appropriate accommodations.
- 4. Maintained accurate records of student progress and accommodations in compliance with state and federal regulations.
- 5. Facilitated communication between students, families, and educational staff regarding support services.
- 6. Developed outreach strategies to engage community resources and support networks for students.

EDUCATION

Master of Science in Special Education	🛗 Jan / 2016-Jan / 2018
University of Oregon	🖡 Denver, CO
Focused on inclusive education practices and policies to support students with disabilities.	

SKILLS

Effective Communication	Program Management	Advocacy For Disabilities	Case Management
7	10	7	10

ACHIEVEMENTS

- 🚰 Successfully implemented a new tracking system for student accommodations, increasing compliance by 30%.
- 🏕 Developed and executed workshops on disability awareness, engaging over 200 participants annually.
- 🚁 Facilitated partnerships with local agencies to enhance resources for students with disabilities.



🛗 Jan / 2018-Jan / 2020

🛗 Jan / 2020-Ongoing

🖡 Santa Monica, CA

Fortland, OR