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## ADA Coordinator Resume

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### Job Objective

Seeking an ADA Coordinator position in a stable company where I can use my skills to benefit the company.

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### Work Experience:

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ADA Coordinator, May 2004 – Present  
Ada County Sheriff's Office, Taylor, MI

- Developed ADA handbook for District employees, and coordinated ADA training sessions.
- Ensured ADA conformity by creating programs related to supervision and evaluation.
- Handled ADA questions from faculty, staff, students, and others.
- Worked according to the procedures with the mediation groups and acted in response to ADA-related complaints.
- Handled and resolved all ADA-related concerns.
- Researched potential impact and developed policy and procedures regarding ADA issues.

ADA Coordinator, March 2002 – April 2004  
PeaceHealth, Taylor, MI

- Coordinated and administered ADA projects and programs with substantial department.
  - Interpreted new policies, procedures, and regulations, and developed new ADA programs and projects.
  - Conducted studies and surveys, and prepared recommendations, monitored and evaluated program effectiveness and outcomes.
  - Reviewed grant opportunities, compiled and analyzed information for preparation of contracts and agreements; negotiated terms, implemented, monitored, and prepared reports.
  - Provided exceptional customer service to those contacted in the course of work.
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### Summary of Qualifications:

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- Outstanding experience with people with a broad range of disabilities
  - In-depth knowledge of ADA rules and procedures
  - Operational knowledge of adaptive devices and technologies
  - Strong skills in preparing self-evaluations and transition plans
  - Strong skills proactive strategic planning
  - Excellent interpersonal, problem solving and communication skills
  - Amazing ability to supervise and direct professional, technical, and clerical staff
  - Remarkable ability to analyze fiscal problems and make sound policy and procedural recommendations
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### Education:

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Associate Degree in Rehabilitation, Fisher College, Massachusetts, MA

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