
Disability Advocate Resume

Job Objective

To obtain a Disability Advocate position and to contribute to the success of the company.

Highlights of Qualifications:

- Hands-on experience in maintaining records of social security for disables
 - Outstanding knowledge of state and federal programs
 - Thorough knowledge of development terminology and processes
 - Ability to interpret and apply various laws and regulations
 - Ability to provide training to community members
 - Solid understanding of ADA Accessibility Guidelines
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Professional Experience:

Disability Advocate
Seven Hills Foundation, Northbrook, IL
August 2012 – Present

Responsibilities:

- Performed screening of regular claims and provided financial information.
- Communicated with individuals on regular bases and provided information.
- Prepared and organized medical records for various disability cases.
- Provided assistance and counseling to individual students with any kind of disability.
- Ensured compliance to company policies and procedures.
- Developed and maintained a community environment for cases.

Disability Advocate
Acelero Learning, Northbrook, IL
May 2009 – July 2012

Responsibilities:

- Organized and monitored members for disability advisory commission.
 - Provided support to community programs and increase awareness of issues.
 - Performed research as per the required design guidelines and policies.
 - Participated in various meetings and maintained punctuality of work.
 - Designed and ensured compliance to budget for processes.
 - Provided training to staff members as per requirement.
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Education:

Bachelor's Degree in Disability Studies
Rhode Island College, Providence, RI

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