
Special Education Advocate Resume

Job Objective

To use my abilities and training as a Special Education Advocate to help growing company meet or exceed overall goals while also enhancing my career.

Highlights of Qualifications:

- Hands-on experience in coordinating for various home visits
 - Immense knowledge of customer services
 - Exceptional knowledge of coordinating with families with disabilities
 - Ability to design training programs for individuals
 - Ability to evaluate complex information and prepare reports
 - Familiarity of analyzing individual requirements
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Professional Experience:

Special Education Advocate
Educational Service Center, Bloomfield Township, MI
August 2012 – Present

Responsibilities:

- Informed parents of every right for special education services.
 - Prepared regular assessment reports to analyze the requirements of the child.
 - Analyzed and if required referred to a special education attorney to resolve issues.
 - Coordinated with districts personnel and assisted to resolve any issue.
 - Educated parents and provided assistance for any advocacy issues.
 - Evaluated every document prior to signing to ensure compliance to regulations.
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Education:

Bachelor's Degree in Special Education
Diablo Valley College, Pleasant Hill, CA

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