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## Special Education Advocate Resume

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### 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.

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### 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

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### 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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