

### **Alicia Bowers-Transition Specialist Pathfinder Services**

Hello! I have been working at Pathfinder Services for 2.5 years, and started as their Volunteer and Events Specialist and then transferred to the Transition Specialist position. My background is in Early Education, teaching, and community, so the Transition Specialist position felt more “at home” to me.

I recently graduated with my Bachelor of Science in Human Services from Indiana Tech and a Bachelor’s degree in Early Childhood Education w/Mild Intervention. I would be a “forever student” if my wallet allowed, and go back to school for Criminal Justice.

My personal life is hectic with a blended family of myself, my boyfriend Chris, and three teenage girls. They keep us busy with shopping, basketball games, friends, jobs, etc. We have a 10-year-old dog named Jaxon and we treat him like a big baby dog!

One of my favorite things is to go on mini trips to unique places. The girls and I will look up places a couple of hours from home and find neat little restaurants, shops, and things to do. We also stay at an Airbnb every summer that has a horse barn and our own private beachfront in Michigan.

A few of my hobbies are anything with nature and watching things come back to life in the spring. I crochet blankets, read and shop for books, go thrifting, and volunteer at local stores or nonprofits.

My goals are to continue working with students through Pathfinder Services, continue to be involved with our community through outreach on my own and with the students on work experiences, and advocate for those in mental health and domestic violence situations.

## Alicia Bowers

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825 Ogan Ave., Huntington IN 46750 **Cell:** 260-224-5480 **Email:** hsalicia1255@gmail.com

### Professional Objective:

To work with students working towards their goals for career and college opportunities during and after high school. I believe my experience with teaching and involvement in the community would benefit this job position and the students.

### Skills

- Flexible with schedule
- Community volunteer
- Organized
- Self-Starter, Goal-Oriented, and Team Leader
- Training and Development
- Child development
- Public Speaker

### Work History

**Volunteer and Events Specialist, 08/2021 to 08/2022**  
**Pathfinder Services, Huntington IN**

- Onboard volunteers for all three counties and their programs.
- Gather documents required from volunteers
- Follow volunteer policies and requirements
- File and upkeep volunteer documents
- Log volunteer hours into Bloomerang system
- Met with businesses, educators, and other community members for volunteer prospects.
- Plan, create, and produce various events and manage all the delivery elements on deadline.
- Coordinate staff, and keep in contact with the PR and marketing departments to promote the event if need be.
- Build relationships with vendors, venues, and other industry contacts to craft and implement creative and logistical aspects of all events.
- Manage all aspects of event planning meeting strict deadlines and budget demands.
- Come up with original, imaginative ideas for the event and implement them.
- Organize locations, settings, the list of attendees, and particular requirements about logistic issues.
- Stay proactive and find solutions to any emergency issues that might arise on the day of the event.
- Conduct research before and after the event and provide activity reports to the clients.

**Lead Teacher, 09/2007 to 08/2021**  
**Community and Family Services, Inc.-Portland, IN**

- Communicated openly with children's parents about daily activities and behaviors
- Monitored each student's educational progress with individualized charts and files.
- Maintained accurate confidential detailed records, including staff and child files on enrollments, attendance, health and safety, emergency contact information, and incident reports.

## Alicia Bowers

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- Communicated with parents through enrollment, tours, newsletters, conferences, home visits, and direct personal communication.
- Conducted in-home visits to maintain student and family relationships and student performance standards and goal setting.
- Supervised three staff members throughout the school year and summer months.
- Followed licensing/PTQ requirements with the building and my classroom.
- Involved and engaged the community in my classroom, Head Start building, and did outreach for donations and volunteers.

**Preschool Teacher/Floater**, 08/2004 to 07/2005

**St. Paul Child Care-Andrews, IN**

- Coordinated parent-teacher conferences two times during the school year.
- Communicated openly with children's parents about daily activities and behaviors.
- Developed age-appropriate activities and programs for children three to five years old.

**CNA**, 09/2002 to 10/2010

**The Heritage of Huntington- Huntington, IN**

- Assisted residents with their activities of daily living
- Used charting to monitor their activities and care
- Positioned in the Alzheimer's Unit for seven years helping with activities, care, feeding, and working closely with the families.

### Education

**Bachelor of Science:** Human Services with minor in Psychology, 2023

**Indiana Tech-Fort Wayne, IN**

**Bachelor of Arts:** Early Childhood Education with Mild Intervention, 2013

**St. Mary's of the Woods College-Terre Haute, IN**

**Associate of Science:** Early Childhood Education, 2008

**Ivy Tech Community College-Fort Wayne, IN**

### **Certifications**

- First Aid and CPR certified, annually and up to date
- Mental Health First Aide
- CPI Certified and Training
- Person-Centered Training

### **Community Involvements**

- Created the "Community Book Swap"
- Love Inc. Food Pantry Volunteer/Indiana Dream Center
- 4-H/Pioneer Festival Volunteer
- Ministry Team Church Board Member
- Huntington County Community Garden Volunteer

## Alicia Bowers

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- Community Outreach for Head Start
- Turkey Trot Annual Volunteer
- Domestic Violence Task Force Board Member

**References Available Upon Request**

**BIO:** Ashley Hill has worked in the human services field for over 15 years, primarily working with folks with disabilities and mental health challenges. She has helped clients and students navigate complicated local resources, overcome obstacles, reach their goals, process hardships, and celebrate victories. Ashley is currently the Student Transition Program Director at Goodwill Industries of Northeast Indiana, Inc. She oversees pre employment curriculum and programming for students with disabilities in over 15 area high schools. While she has never been drawn to this work for recognition, in 2022 she was a Wane TV Remarkable Woman finalist. She is a board member for Bring It-Push It-Own It and enjoys being involved with Pave the Path. Ashley finds it rewarding to see fellow humans succeeding .

## EDUCATION

**Indiana State University  
Graduate, Bachelor of  
Science in Child  
Development and Family  
Science**

CPR and First Aid Certified

CPI and QPR training

Motivational Interviewing

**A S H L E Y N . H I L L**  
**ashleyhill831@gmail.com**  
**260.431.6490**

## W O R K E X P E R I E N C E

**Goodwill Industries, Student Transition Program Director**  
**5/2023- present; Employment Specialist**

**2014-2016, 2018-2023;**

Manage and maintain relationships between staff, students, parents, schools, the state Vocational Rehabilitation office, community providers, and employers. Thoroughly assess client strengths, abilities, needs, accommodations, and barriers while maintaining detailed documentation. Assist individuals with becoming job ready and ultimately finding community employment. Coordinate resources, team meetings, job shadows, interviews, transportation, and more

**Adaptive Enterprises, LLC,**

**Assistive Technology Trainer 2016-2018**

Self-manage and learn assistive technology programs, apps, and device functionality then teach to individuals with disabilities. Document and process billing invoicing to the state Vocational Rehabilitation office

**Drug and Alcohol Consortium of Allen County, Recovery Consultant 2012-2016**

Track recovery process of individuals who battled addiction and offer support and resources. Communicate with area providers and support people who worked with the individual

## S K I L L S P R O F I L E

Human Services professional with over 15 years in the field.

A champion for individuals with disabilities who believes in a person-centered, customized approach for each individual. Extensive work in resource coordination, accommodations assessment, case management, and plan development and implementation

## V O L U N T E E R I S M & R E C O G N I T I O N

**Pave the Path**

Youth Leaders' Summit  
 Workshop Leader 2022-present

**Disability Expo**

Volunteer

**Wane TV Remarkable Women**

Top 4 finalist

**Bring It Push It Own It**

Board Member



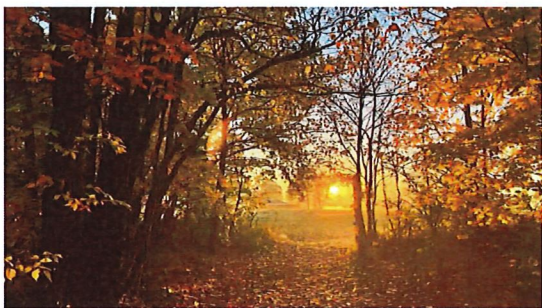
# Carmen Catellier

## *Transition Specialist*

*BIO: I graduated from Huntington University with a Bachelor's Degree in Graphic Design in 2005. My husband and I got married in 2004 and started our own business, called Catellier Antique Lighting, out of the home since he is a disabled Vietnam veteran. We fell into selling antique oil lamps by chance and decided we loved it and stuck with it. In 2008 we had our daughter, Cheyenne Catellier. She loves sports and found that softball and martial arts suited her best. In 2019 I started paraprofessional subbing and eventually decided to take a fulltime job as the ISS Supervisor at Crestview Middle school to be closer to her. When Cheyenne went into high school this past fall I decided I wanted a job that put me back being close to her again. In November of 2023 Pathfinder Services hired me as one of their Transition Specialists.*



*Interests: Running, Martial Arts(1st degree black belt), Photography, Drawing, Crochet, Nature, Hiking, Reading, Mushroom Hunting, Gardening, Kayaking, and Canoe.*



*Tidbits: I love nature and animals. We have a cat named Boots, a mini schnauzer named Max, and a hamster named Po. My husband and I years ago used to train Standardbred racehorses. I have been an avid runner for over 10 years and last year I ran my first half marathon.*

# Carmen Catellier

Transition Specialist

212 S Briant St.  
Huntington, IN 46750

260-388-6043

carmencatellier@outlook.com

## OBJECTIVE

I want to improve my skills and work experience. After college my husband and I started our own business that we operate out of our home. We have been doing this together since 2005. We had our daughter, Cheyenne, in 2008 and focused on mostly being a stay-at-home mom but still helped with our business. When my daughter started public school I decided to be a paraprofessional sub and eventually took a full time job at her middle school. The experience has taught me a lot but now I have decided that I need to pursue other avenues of employment to better myself.

## EDUCATION —

Huntington University,  
Huntington, IN, I maintained a  
3.4 GPA and graduated with a  
bachelor's degree in graphic  
design.

## EXPERIENCE

*Nov 13, 2023-Current*

Transition Specialist - Pre-ETS - Pathfinder Services

*Jan 2022-November 8, 2023*

ISS Supervisor • Paraprofessional • HCCSC/Crestview Middle School

*2005-Current*

Vice President • Owner • Catellier Antique Lighting

*Aug 2007-Dec 2007*

Groom • Groom • Southview Inc.

I supervise students who are in school suspension. I complete referrals and mail them out. Schedule Thursday schools, after school detentions, lunch detentions. I oversee all lunch detentions. I help students with classwork when they are in my room and make sure things are completed in a timely manner. I run system reports on attendance, tardies, and others. I also handle dress code violations, fill in as a substitute teacher or secretary when needed. I used to handle scheduling of events on Eventlink and on Microsoft Calendars.

## KEY SKILLS —

Excel, Microsoft Office,  
Microsoft Word, Google Docs,  
Microsoft Outlook,  
PowerSchool, Calendars,  
Eventlink, Social Media,  
Adobe Photoshop, Sales,  
Marketing, Teamwork,  
Dependability, Open Minded,  
Creativity, Problem-Solving,  
Empathy, Willingness to

## COMMUNICATION

When working with kids and teachers you must communicate well. I am good at finding a middle ground and I am always flexible. I enjoy watching students grow, learn, and seeing how their lives change with the good choices they make. As an ISS Supervisor you are constantly communicating with teachers and staff as to what is going on with the students under my care.



learn, Critical Thinking,  
Adaptability

## LEADERSHIP

When my daughter Cheyenne went to Huntington Catholic School, I helped do lunch/ recess duty, field trips, was secretary on the school board, and was President of HASA (pta). Those duties were leading meetings, managing our money and soap sales, also organizing after-school activities for the students, and special meals for faculty and staff. I also help with any field trips at Lincoln Elementary school and help with any needs for LCF. I am an avid runner and run-in races in our community such as the Turkey Trot, Harta-ween 10K, and Veteran's Day 5k. I also ran a half-marathon virtually for the United Way of Huntington in 2020 and ran a half marathon in November 2022 in Columbia City. I have helped with an elementary county running group as the assistant coach in 2019. I also helped with the Cross-Country team at Crestview Middle School and was the assistant track coach in 2022 there. I also love to do artwork, photography, and crochet in my spare time. I am also currently a brown belt in Tang So Do and take martial arts with my daughter at Riley School of Karate.

## REFERENCES

Samantha Holzinger, 1314 Guilford St. Huntington, IN 46750; [skanedy@hotmail.com](mailto:skanedy@hotmail.com); 765-251-7269

Taylor Bowling, 167 E Morse St. Markle, IN 45770; [taylor.bowling@omnisource.com](mailto:taylor.bowling@omnisource.com); 260-388-4239

Michael Riley, 701 Maxine Dr Ossian, IN 46777; [Musadomike@yahoo.com](mailto:Musadomike@yahoo.com); 260-494-0586

Randy Hawkins, [rhawkins@hccsc.k12.in.us](mailto:rhawkins@hccsc.k12.in.us); Cell: 260-615-8829 Work: 260-356-6210 ext. 2003

# HOLLY TOBOLSKI

✉ holly.tobolski@gmail.com ☎ 574.339.4422 📍 Osceola, IN

## OBJECTIVE

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A results-oriented professional with a diverse background, I am eager to transition into a new career where I can apply my strategic mindset, innovative thinking, and technological acumen. Known for embracing challenges and thinking outside the box, I bring a unique perspective to problem-solving. I am ready to bring my strong work ethic to a position that values creativity, adaptability, and a commitment to excellence.

## EXPERIENCE

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### Senior Director of Residential and Business Services

LOGAN Community Resources - South Bend, Indiana

📅 May 2022 – Present

- Ensure services align with LOGAN's core values.
- Lead service development, emphasizing compliance with industry best practices.
- Develop outcome measurements to enhance service efficiency and effectiveness.
- Stay current with field best practices through active participation in industry events.
- Oversee sales and production at LOGAN Industries and Distribution Center.
- Maintain service quality, ensuring compliance with accreditation and regulatory standards.
- Supervise and hire Program Directors, playing a key role in HR functions.
- Assist in budget development, ensuring financial targets are met.
- Effectively communicate with stakeholders, promptly addressing concerns.

### Director of Business Initiatives

LOGAN Community Resources - South Bend, Indiana

📅 January 2020 – Present

- Developed and managed the department budget.
- Cultivated and maintained strong customer and client relationships.
- Led the development and design of curriculum for pre-vocational training in both the Training Center
- Provided on-site training for individuals with intellectual and developmental disabilities, collaborating with job coaches to explore accommodations for workplace success.
- Evaluated processes and implemented changes to enhance production, improve output, and increase revenue.
- Oversaw all aspects of recruiting, hiring, training, and ongoing staff development for the department.

### Director of Employment Services

LOGAN Community Resources - South Bend, Indiana

📅 December 2014 – Present

- Collaborated with business owners, and hiring managers to increase work opportunities for individuals with disabilities.
- Evaluated processes and implemented changes that enhanced production, improved output, and increased revenue.
- Maintained customer and client relationships.
- Worked collaboratively with Vocational Rehabilitation Services to provide job coaching services for individuals with intellectual and developmental disabilities.
- Launched Pre-Employment Transitions services assisting high school students with Individualized Education Plan (IEP) prepare for life after high school as part of a new state initiative.
- Led expansion of Community Employment department increasing the number of clients served by 80%.
- Led the development and design of curriculum for pre-vocational training in the Training Center and in the community.
- Developed a team of high performing staff and supervisors to improve client satisfaction and provide meaningful vocational opportunities for individuals with disabilities.

## Co-Owner and Operations Manager

Let's Spoon Frozen Yogurt

📅 April 2011 – October 2014      South Bend, Indiana

- Provided oversight of the construction and purchasing of product and equipment
- Advanced social media action plans to boost social profile and brand awareness.
- Maximized profits through cost control and contract renegotiations.
- Oversaw daily operations.

## Talent Acquisition & Training Coordinator

Oaklawn Psychiatric Center

📅 August 2007 – May 2011      South Bend, Indiana

- Facilitated job recruitment fairs.
- Managed external and internal job postings.
- Led the creation of recruiting plans for all open positions.
- Identified, pre-screened, and recruited talented and qualified individuals to fill vacancies throughout the company.

## EDUCATION

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B.A. in Learning & Pedagogy with a minor in Psychology

**NORTHERN ARIZONA UNIVERSITY**

📅 August 2002 – May 2007

# Kassandra Flowers

*“Kassie” is a caring, results- driven leader who has experienced rapid career advancement in various human services roles.*

*Starting her career in human services as a corrections officer allowed her to realize the importance of equity as she worked directly with individuals who had experienced hardship and obstacles which led to poor decisions.*

*Kassie’s role as an ABA Therapist taught her the importance of inclusion as she assisted individuals with implementing treatment plans that allowed for their highest level of independence in the community.*

*Kassie’s current role as Program Manager of Corvillia’s Pre-Employment Transition Program serving high school students and young adults is the perfect next step in her career. She provides training and oversight to staff, is dedicated to a caseload of students, as well as maintains a positive relationship with key stakeholders.*

*Kassie is respected in the field of employment for individuals with disabilities, believing Everyone must be recognized and appreciated for their unique abilities and talents.*



# Kassandra Flowers

## PROGRAM MANAGER

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### Summary

I am a compassionate and caring individual with ten years of experience in various environments. Integrity and honesty are core beliefs engrained in my work. I am passionate about leading individuals to achieve team goals and personal goals. I am eager to learn new and improved skills. I am an organized multitasker with a drive for success.

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### Skills

- Report writing
- Working collaboratively
- Microsoft Office
- Reliable and trustworthy
- Experience in marketing
- Troubleshooting
- Team management

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### Experience

#### **PRE-ETS PROGRAM MANAGER/ CORVILLA, INC.**

2023-  
PRESENT

Leading a team of individuals to help the department reach goals and provide quality services to individuals with various abilities. This includes sharing and creating various curriculum, co-leading team meetings, supervising, approving timecards, approving PTO, calculating monthly revenue expectations, and more while continuing to provide services for a caseload. Other duties include event planning, reviewing resumes and conducting interviews for onboarding staff, marketing for various events, and keeping an open line of communication to staff, businesses, school districts, and parents.

#### **PRE-ETS SPECIALIST/ CORVILLA, INC.**

2022-2023

Providing quality services for students with various abilities including practicing soft skills, interview readiness, and other vocational practice.

#### **TEAM LEAD REGISTERED BEHAVIORTECHNICIAN/ HORIZON BEHAVIORAL CONSULTING**

2021-2022

Providing quality ABA therapy to clients as well as assisting in personal care needs, hygiene needs, sanitation of the environment, organizing and executing activities, as well as performing various assessments, assisting in creating progress graphs, task analysis, and VB-MAPP scoring.

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## **CORRECTIONS OFFICER/ ST. JOSEPH COUNTY POLICE DEPARTMENT**

2018-2021

Maintaining the safety and security of the county jail and assisting in all other duties as necessary throughout the facility.

## **HOUSEKEEPER/ THE MORRIS INN AT NOTRE DAME**

2017-2018

Maintaining a friendly and helpful service to all guests while cleaning rooms to the manager's standard and assisting all coworkers as needed.

## **CLERK/ WEST END BAKERY, INC.**

2013-2016

Running the store while providing friendly customer services. Duties include food safety requirements, assisting fellow staff as needed, and general cash register knowledge.

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## **Education**

### **HIGH SCHOOL DIPLOMA/ GARLAND HIGH SCHOOL**

2012

#### **GARLAND, TEXAS**

I obtained many honorable mentions in my Advanced Placement classes.

### **ASSOCIATES IN BUSINESS MANAGEMENT/ BROWN**

2013-2015

#### **MACKIE COLLEGE SOUTH BEND**

I received honor roll certificates and balanced college while working full time.

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## **Contact**

- Mishawaka, IN
- 574-302-2036
- [kflowers@corvilla.org](mailto:kflowers@corvilla.org)

## Bio – Kathleen Parks

Kathleen Parks has worked for Opportunity Enterprises since 1999. Currently serving as the Senior Director of Community Employment/JobSource, Parks has extensive knowledge in business with concentrated studies in employment for individuals with disabilities. Parks oversees a staff of 44 covering Community Employment across 5 counties and Pre-ETS (Pre- Employment Transition Services) covering three counties. Parks also oversees the Pre-ETS collaboration of GAP-LOC (Goodwill of Northeast Indiana, Pathfinder Services, Logan Center, Opportunity Enterprises, and Corvillia).

Among Parks' accomplishments is the creation and implementation of OE's Vocational Empowerment and Training Center (VTEC), which provides in-depth course materials and hands-on skills labs that prepare students to find meaningful work. Under Parks' leadership, VTEC is now partnering with Ivy Tech campuses through the state and giving people with disabilities post-secondary, on-campus experiences that allow them to graduate with an accreditation from Ivy Tech covering five disciplines of learning. Parks was also instrumental in the launch of OE's Corporate Inclusivity Consulting (CIC), a consulting service that helps businesses build inclusive workforces. This endeavor has taken her across the country, where she has had the privilege of instructing management teams in on-boarding, hiring, and working alongside individuals with varying disabilities.

In addition to serving as the Senior Director of Community Employment, Parks currently co-chairs the INARF employment section, sits on the Advisory Council to Indiana's Director of the Bureau of Rehabilitation Services Theresa Koleszar, and has served as the Lake County Transition Coordinator President. Parks' passion is evident in her years of advocating in the workforce for individuals with disabilities. In a former Human Resources position, Parks concentrated her advocacy efforts in the areas of workplace injuries, ADA, EEOC, and FMLA.

**Kathleen L. Parks**  
219-921-3805  
kathleen.parks@oppent.org

### **Professional Summary**

- Over 25 years' experience advocating for individuals with disabilities, with a focus on employment, workplace injuries, ADA, EEOC and FMLA
- Successfully launched two education and career readiness programs (VTEC, CIC) and cultivated statewide partnerships for each
- Successful simultaneous management of multiple departments and 44 staff
- Increased retention rate of placed consumers by 28%
- Doubled referral base within first year

### **Professional Experience**

Opportunity Enterprises, Inc., Valparaiso, Indiana 1999 – present  
**Senior Director of Employment Services and Transition**

- Oversee strategic planning, departmental operations, budgets of JobSource, Pre-Employment Transition Services (Pre-ETS), Vocational Training & Empowerment Center (VTEC) and Corporate Inclusivity Consulting (CIC) departments
- Created and launched VTEC program with a 98% successful graduation rate and a 99% placement rate.
- Established partnerships with universities and colleges throughout the state to facilitate VTEC programs within their campuses.
- Created and implemented CIC to prepare businesses for successful hiring of individuals with intellectual and developmental disabilities.
- Assist department and consumers with disabilities in identifying vocational strengths, training needs, and business base to insure successful job placement.
- Monitor customer stratification and systems for effectiveness in pre and post placement programs.
- 90.5% retention rate for supported employment consumers, 99% retention rate for supported employment follow along clients.
- Wrote and implemented Transition Manual. Disseminated Transition Program for Schools and Parents. Implemented Parent and Educator Program for students exiting the school system.
- Executed new hire department training program including recruitment and training of Employment Specialists, Job Coaches, and Student Career Advisors.



Welsh, Inc., Merrillville, Indiana

1993-1999

**Insurance and Safety Coordinator**

- Decreased Worker' Compensation claims by 41% by implementing a corporate wide Safety Program. Responsible for planning, multi-phase implementation and monitoring for effectiveness.
- Decreased premium expenditures by \$192,000.00 through sourcing and managing the purchase of a retro-premium policy.
- Implemented Employee Assistance Program. Wrote EAP policy and procedure. Disseminated EAP benefits information to corporate and field employees.
- Reduced employee Health Insurance costs by 31% over a five-year period by offering PPO/HMO options.
- Executed new hire background checks, drug testing and Health, Dental, Life, Disability Insurance and 401K enrollments. Responsible for all enrollment meetings, claims administration, billing, Cobra compliance, ADA and FMLA.

**Professional Affiliations and Certifications**

- Indiana Association of Rehabilitation Facilities (INARF) – co-chair
- Advisory Council to director of the Indiana Bureau of Rehabilitation Services
- Lake County Transition Coordinator – past president

## Bio – Kent Butler

Kent Butler has worked at Opportunity Enterprises since January 2022. Currently serving as Transition Services Director, Butler has experience and knowledge in the fields of both education and business. Butler leads a team of nine Student Career Advisors, serving 14 schools, across three counties in Northwest Indiana.

Butler was a secondary educator for 17 years teaching Economics, Government, Psychology, US History, and World Civilizations, including team teaching with Special Education personnel in 12<sup>th</sup> grade government and economics classes. Butler led the Future of Chesterton collaboration between his Honors Economics classes and the Town of Chesterton that led to the recommendation of hiring a town manager and further development of Coffee Creek. Butler was 2002 Boone Grove Teacher of the Year and 2012 Keynote Address Speaker at CHS Commencement.

After teaching, Butler utilized his business and sales experience as a Sales Consultant and Chain Account Manager for the second-largest beverage wholesaler in Indiana. He served as the key account manager for Strack & Van Til, Meijer, Walmart, Family Express, and Target.

From 2007 to 2015 Butler volunteered by running the Chicago Marathon as part of the Opportunity Enterprises Runners Program that raised over \$200,000 to support the mission of Opportunity Enterprises. Some of his most rewarding memories are of running 26.2 miles to benefit those with different disabilities.

# Kent Butler

The world is my classroom, and I am here to teach.

154 Bogata Avenue

Valparaiso, Indiana 46385

(219) 241-6778

[butlerkent923@gmail.com](mailto:butlerkent923@gmail.com)

## **SUMMARY OF SKILLS**

- Mission Driven
- Relationship Development
- Analytical Skills
- Results Driven
- Leadership
- Problem Solving
- Presentation Skills
- Software Knowledge
- Team Management
- Financial Services

## **EXPERIENCE**

***Opportunity Enterprises, Valparaiso, IN***

*January 2021-present*

Transition Services Director:

- Directly supervise, interview, and hire team members; appraise performance, recognition, and oversee performance management of employees
- Oversee and strategize Pre-Employment Transition Services
- Identify and develop programs as needs and opportunities arise
- Ensure the financial viability of the department
- Ensure compliance with agency policies and procedures, funding source requirement, CARF standards, and related regulatory bodies as appropriate

***Approval Payment Solutions, Valparaiso, IN***

*May 2021-November 2021*

Account Executive:

- Provided merchants with the highest standard of customer service. Follow-up skills, excellent written and verbal communication and after the sale support
- Maintained cooperative working relationships with all necessary internal departments and partners to ensure all sales opportunities are properly generated, processed efficiently, and activated quickly to achieve high levels of merchant satisfaction
- Contact cold and warm prospective customers via a combination of cold calling, working with bank associates, associations, chambers. This entails both in-person and telephone contacts to obtain appointments for sales meetings and presentation
- Closed sales and assisted merchants with installation and training of products

***Indiana Beverage, Valparaiso, IN***

*June 2016 - April 2021*

Sales Consultant and Chain Account Manager:

- Supplier/Chain relations: work with supplier key account managers in national and independent chains for all off-premise channels
- Think and act with suppliers, customers, and communities to employ core values of Passion, Respect, Integrity, Commitment, and Excelling
- Serve as a role model by embracing and adhering to our Mission statement as a means to serve and promote teamwork, cooperation, and understanding
- Make sales presentations regarding all products within the portfolio, including new and seasonal products, pricing/promotions, marketplace fluctuations and trends, and profitability
- Follow up with customers and assist in determining brands, packages, and quantities
- Achieve monthly distribution goals for specific brands as required
- Part of the Yuengling Brand Launch team responsible for bringing Yuengling to Indiana and exceeding goals for both distribution and volume
- Led off-premise marketing for Corona Premier launch, exceeding both distribution and volume goal

## **INSTRUCTIONAL EXPERIENCE**

***Chesterton High School**, Chesterton, IN*

*August 2002 – June 2016*

*Teacher*

- Taught Economics (Micro and Macro), United States Government, Psychology
- Initiated and coached the 2006/2007 Economics Challenge academic teams
- Participated in economics teacher workshops at the Federal Reserve Bank of Chicago
- Engaged with parents for student conferences and continued verbal and written contact
- Delivered Keynote Commencement Address - 2012
- Proficient in Microsoft Word, Excel, PowerPoint, Publisher, and FrontPage

## **EDUCATION**

- **Bachelor of Science, Secondary Education**  
**Social Studies Certification** – May 1998  
Slippery Rock University – Slippery Rock, PA
- **Bachelor of Arts, Economics** – May 1993  
Grove City College – Grove City, PA

## **ACTIVITIES/HONORS**

- Eagle Scout
- Covey Trainings: Seven Habits of Highly Effective People, Leading at the Speed of Trust



## *Lisa Kay*

Lisa was hired at Corvillia over 8 years ago to launch an employment program for individuals with disabilities. She came with over 16 years of experience, having directed an employment program at a neighboring agency. Lisa grew this program to oversee 24 staff who have served over 500 individuals.

Lisa was part of the team that brought the first Project Search transition program to northern Indiana. She went on to focus on school-age and young adult transition services and is currently overseeing a program that serves students attending ten schools in two counties.

Lisa believes in empowering individuals with disabilities to make informed choices regarding employment and has provided benefits counseling to hundreds of individuals as they prepare to go to work.

Lisa's extensive knowledge of Social Security, Medicaid, Medicare and other state and federal benefits and how they will be impacted by earnings, has allowed her to alleviate the fear of working and assist individuals realize their dream of working.

# LISA KAY

lkay@corvilla.org\* 574-3614007\* Elkhart, IN 46517

## Summary

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Accomplished Human Services Professional with over 25 years of experience. Solid history in leading productive, high-achieving teams, creating new partnerships and maintaining excellent stakeholder relationships by establishing trust and demonstrating extensive industry and service knowledge. Achieved rapid career advancement by demonstrating ambition and focus to reach goals.

## Skills

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- Extensive knowledge of employment services for individuals with disabilities
- Certified Social Security Benefits Liaison
- Demonstrated knowledge of ADA, WIOA and Rehabilitation Acts
- Demonstrated achievement of high level of consumer satisfaction
- Monitor emerging opportunities focused on disability employment to support strategic planning
- Assist with the planning of and participation in transition resource fairs
- Excellent interpersonal skills and demonstrated ability to work successfully as part of a team
- Strong verbal, written and presentation skills

## Experience

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Corvilla, Inc. | South Bend, IN

### Employment Services

*2015 – Current*

*2022-Present*

*Transition Director*

*2020-2022*

*Human Resource Assistant*

*2015-2020*

*Employment Program Director*

- Hired to develop an Employment Program for Corvilla. Wrote proposals and secured funding with Vocational Rehabilitation and Medicaid Waiver.
- Developed all policies, procedures, handbooks and forms for the new program.
- Developed trusting relationships with funding sources, stakeholders, local businesses, state administrators and partner agencies.
- Demonstrated ability to hire and train an effective team that has served over 500 consumers with their transition and employment needs.
- Proven collaboration with partner agencies across northern Indiana to secure a state grant serving high school students with their transition needs.
- Maintain certification to provide social security benefits counseling to assist individuals to make informed choices regarding working and impact on their state and federal benefits.

ADEC | Elkhart, IN

### Employment Services Director

*1999-2015*

- Director of Employment Program serving individuals with disabilities across two counties
- Demonstrated ability to hire and train an effective team that served several hundred youth and adults with disabilities with their employment needs.
- Secured funding to start the first Project Search Program in Northern Indiana.



Randy Wolf, MBA. Goodwill's Vice President Mission and Program Services is an active leader in transition and employment related efforts in the region for over 20 years and has a strong knowledge base and network to share with the collaborative. Randy is the chairperson for the Transition Partners of Northeast Indiana, hosted numerous Transition Fairs, organizes the Employment Section for the AWS Northeast Indiana Disability Expo at the Coliseum every year and is on the employment committee for the Fort Wayne Work to Include organization. Randy is also involved in other various committees and events surrounding disability and employment for individuals with disabilities in the community.

**Randy Lee Wolf**  
521 Deer Cliff Run Fort Wayne, Indiana 46804  
(260) 602-8526

Goodwill Industries of Northeast Indiana Fort Wayne, Indiana

***Vice President Mission and Program Services*** January 2023 - Present

- Implements, maintains and monitors accreditation policies and standards
- Prepares, negotiates and follows through on program contracts and service agreements
- Maintains relationships with agency referral and funding sources
- Develops new agency programs through market research and community needs
- Member of the Executive Management Team assisting in the development of corporate policy
- Provides reports and works with the Board of Directors on program development and enhancements
- Presents information and education to the community about agency programs

***Director of Client Services*** July 2003 – December 2022

Lincoln Financial Group Fort Wayne, Indiana

***Manager, Tenant Services*** November 1999 – June 2003

- Management of a \$1.2 million budget and 10 employees
- Manage Food Service and Vending contracts for over 2000 customers and \$1.1 million in sales
- Manage Corporate Call Center and company telephone directory for over 6000 employees
- Manage Facilities Service Center for a 2000 employee base

Lincoln Financial Advisors Fort Wayne, Indiana

***Manager, Direct Business and Records Management*** August 1996 – November 1999

- Liaison between outside representatives and over 30 Mutual Fund and Annuity Companies
- Business review Compliance Officer for over 50-60 field offices and 1200-1500 representatives
- Maintenance, storage and retrieval of over 500,000 client files and records

***Securities Information Systems Analyst*** April 1994 – August 1996

## **Education**

University of Saint Francis Fort Wayne, Indiana

***Master of Business Administration***, Management

ITT Technical Institute Fort Wayne, Indiana

***Bachelor of Applied Science Degree***, Automated Manufacturing Technology

***Associate of Applied Science Degree***, Electronic Engineering Technology

## **Previous Designations and Accomplishments**

Skilling America Navigator Certification

National Association of Securities Dealers licensed Series 7, 24, 63 and 65

Past Committee of the board for Academic Affairs and Alumni council member, University of Saint Francis

Eagle Scout and past committee member, Boy Scouts of America

Past President Board of Public Affairs, Village of Antwerp, Ohio

Former Licensed Emergency Medical Technician, Village of Antwerp, Ohio

Tara Lundquist  
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[Tklundquist5@gmail.com](mailto:Tklundquist5@gmail.com)  
574-292-2940



## Objective

*To obtain a career as the director of employment services*

## Education Qualifications

- Indiana State Teaching License (2009)- Indiana University Transition to Teaching
- Bachelor of Science (2005)- Criminal Justice & Psychology Minor Tri-State University (Trine), Angola, IN
- Associates of Arts (2004)- American Deaf Studies Bethel College, Mishawaka, IN

## Employment History LOGAN Community Resources

### *Director of Employment Services – November 2022 – Present*

- Collaborated with business owners and hiring managers to increase work opportunities for individuals with disabilities.
- Evaluated processes and implemented changes that enhanced production, improved output, and increased revenue.
- Maintained customer and client relationships.
- Worked collaboratively with Vocational Rehabilitation Services to provide job coaching services for individuals with intellectual and developmental disabilities.
- Lead Pre-Employment Transition Services.
- Develop and maintain department budgets.

## Employment History Indiana Professional Management Group

### *Case Manager for individuals with disabilities 2011-November 2022*

- Developing, updating, and reviewing Person Centered Plan
- Developing, updating, and reviewing Person Centered Individual Support Plan
- Completing and processing Level of Care
- Developing annual Cost Comparison Budgets and updating as needed
- Disseminating information and forms to consumer and support team
- Incident report completion, submission, and follow-up
- Monitoring of service delivery and utilization via telephone calls, provider reports, e-mails, home visits, team meetings

## Oaklawn/Madison Center

### *Child and adolescent/ Title IV B Case manager 2005-2006 & 2008-2011*

- Developing, updating, and reviewing treatment plans
- Interacting with children with behavioral or developmental disabilities.
- Interact with families of children with behavioral or developmental disabilities.
- Developing, updating, and implementing behavior modification plans
- Disseminating information and forms to consumer and support team
- Participating in client's case conferences and parent-teacher conferences
- Assisting parents who have lost their children per the Department of Child Services, to complete orders of the court to get their children back.
- Supervising visitation

## Southgate Children's Academy

### *Preschool teacher/Department Head 2006-2008*

- Create daily lesson plans.
- Implement daily lesson plans.
- Classroom management
- Supervising teachers
- Assisting in any/all aspects of teaching with fellow teachers in my department
- Create a nurturing/safe environment for learning and growing.
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