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| Susan Faltynski | |  |  | | --- | --- | | 55673 Ash Road Osceola, IN 46561 |  | | 574-520-2385 |  | | faltynskis@gmail.com |  | |  |  | |  |  | |

# Skills

|  |  |
| --- | --- |
| * Proven leadership ability, supervising and directing a team of 15+ employees across multiple programs. * Interpersonal relations and development with diverse persons in a variety of fields * Ability to collaborate with community partners and various stakeholders. * PCISP development and implementation | * Organization and tracking of information for reporting and billing purposes. * Data analysis for process improvement * Development of opportunities with community employers * Knowledge and certification to complete Strategic Plans as part of the Benefits Information Network |

# Experience

### 2022 - Present

## Associate Director, Employment Services / ADEC Inc., Elkhart

Provide guidance to the Community Employment and Skills & Training teams, develop business and community relationships to foster employment opportunities, and ensure quality service and ongoing improvement for the highest service standard in the industry. Develop curriculum and innovative skill development activities for participants. Member of the Human Rights Committee and Program Leadership Team

### 2014 - 2022

## Program Manager / ADEC Inc., Elkhart

Responsible for supervision and management of Community Employment caseloads, tracking and reporting, maintaining master files, and facilitation of information coordination across departments and division lines. Provided guidance to the Community Employment and Skills & Training teams, developed business and community relationships to foster employment opportunities, and ensured quality service and ongoing improvement for the highest service standard in the industry.

### 2012 - 2014

## Employment Consultant / ADEC Inc., Elkhart

Provided effective employment services to individuals with disabilities, including assisting them with obtaining and maintaining employment in the community.

# Education

### July 2012

## Bachelor of Science – Criminal Justice / Brown Mackie College South Bend, IN

Maintained 4.0 GPA, Presidential Honors Recipient