

MARIELLE S BARNUM
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WORK EXPERIENCE:

INTEGRATED RESOURCES INSTITUTE

Program and Empowered Living Manager

01/2019-PRESENT

- Support adults with disabilities to find rewarding employment and volunteer opportunities within their communities that align with their interests and skills.
- Coordinate Supported Living Services Program and ensure accuracy in billing and supervision of employees with accurate records.
- Partnered with person served of IRI, their families, and service coordinators of the Regional Center of Orange County to develop reachable goals and reasonable action lists for individualized program plans.
- Develop relationships with employers, volunteer coordinators, community members, and vendors of non profit organizations of adults with disabilities.
- Mentored new and current employees through new hire orientations and through employee site visits to deliver constructive feedback and increase understanding of job duties.

Senior Employment Coach

04/2018-01/2019

- Mentored and trained employment coaches to provide exceptional supports for all adults with disabilities of IRI and implement quality assurance for employers.
- Collaborated with Program Managers to provide administrative supports with persons served files and records.
- Communicate with Program Managers to discuss feedback of person served of IRI, Employment Coach, and employers while visiting employment and volunteer sites.
- Fill in as a substitute within the IRI MentorWorks Program on a need-be basis under supervision of Program Managers

Gillman Project SEARCH Skills Trainer

12/2017-04/2018

- Assisted interns with interpersonal skills to strengthen their relationships in a work place setting.
- Coordinated with Mentors of various hospital departments to further support interns with new skills development in a hospital setting.
- Attended weekly meetings among skills trainers and directors to optimize the individualized support of each intern and improve overall communication.

Employment Coach

12/2016-12/2017

- Offered one on one support to adults with disabilities in developing job skills at their volunteer and/or employment sites.
- Assisted adults with disabilities with interpersonal skills to facilitate positive and effective communication between person served of IRI and their employment or volunteer site.
- Maintained daily transportation records and detailed scheduled notes for each person served of IRI during program.

Macy's INC

05/2012-11/2016

Shift Lead

- Completed opening and closing duties to facilitate business operations.
- Coached and trained employees and created weekly and daily work schedules and assignments, boosting efficiency and enhancing operations.
- Resolved customer complaints and reported issues to senior management

EDUCATION

Santa Ana College – Santa Ana, CA

Associate of Arts

Liberal Arts and Sciences, 2012