

## **SUAD BISOGNO**

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### **WORK EXPERIENCE**

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#### **Integrated Resources Institute**

Los Angeles, CA

*Co-Director of Community Integration and Employment* Dec 2017- Current

- Expand Integrated Resources Institute services to the greater Los Angeles area.
- Develop grant opportunities to help educate individuals with disabilities and their families on the importance of employment

#### **ETTA**

Los Angeles, CA

*Assistant Director of Operations*

Oct 2015-Dec 2017

- Assist in future program development and implementation.
- Create “Transitions” fee for service program. Work directly with disabled adults and their families through transitional periods in their life. Assist in person centered planning, selecting appropriate services, and advocacy.
- Develop business relations with community members, businesses, colleges and other non-profit organizations. Startup program sustainability meetings hosted by Area Board 10.
- Run operations of Supported Living Services Program.

#### **Integrated Resources Institute**

Irvine, CA

*Regional Manager/Consultant*

July 2013-Dec 2017

- Support adults with disabilities to find gainful employment opportunities within their community that matches their skills, interests and talents.
- Provide training to employment coaches so they can be effective in their roles. Training includes: PBIS, task analysis, job development, and reflective practices.
- Develop systems to ensure accuracy in billing and payroll, staffing ratios, and employee supervision.
- Ensure client’s schedules are employment focused and reflect a meaningful day.
- Develop great relationships with community members, businesses, colleges and other non-profit organizations.
- Presented at the Cal-TASH Conference 2014 on the history of IRI and meaningfulness of employment focused day program.

**Jay Nolan Community Services**  
*Community Support Supervisor*

Mission Hills, CA  
Oct 2008-Oct 2015

- Train employees to support adults with disabilities to live independently.
- Create individual service plans and templates for clients and colleagues to utilize.
- Conduct assessments and budget analysis for incoming clients. Negotiate rates.
- Provide in house database system trainings for colleagues.
- Locate generic resources that increase the quality of life for the people we support.
- Developed Advocacy Gatherings for individual we support and systematically faded my support so that Advocacy Gatherings were run by the individuals, independent of service staff and providers.
- Advocating for people and aiding them in the following ways: finding employment, volunteer and social opportunities; representing them at Social Security and court hearings; supporting them to properly document and report information to government agencies; and aiding them in finding quality health care professionals.

**Jay Nolan Community Services**  
*Assistant to Director*

Mission Hills, CA  
Mar 2007-Oct 2008

- Assisted the Director of Day Services in meeting outcomes of current strategic plan.
- Recognized by the Commission on Accreditation of Rehabilitation Facilities for providing thorough records and documentation of agency operations.
- Organized 2 conferences and 15 trainings.
- Developed forms and spreadsheets to better structure programs and create liability.

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**EDUCATION**

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***California State University of Los Angeles***, Los Angeles, CA 90032  
B.A. in Political Science with a concentration in Public Administration. June, 2008

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**VOLUNTEER WORK**

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- Train 1<sup>st</sup> Aid and CPR to Jay Nolan employees.
- Organize and run advocacy meeting for clients with developmental disabilities.
- Organized event called Logan's Run for Autism Awareness.
- Provide administrative and customer service support to members of the San Fernando Valley Veteran's Day Parade.

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## **REFERENCES**

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Neerod Haddad  
Director, Supported Living  
Jay Nolan Community Services  
(818) 488-4283

Claudia Wenger  
Director of Program Operations  
ETTA  
(818) 209-3504

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Director of Employment  
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