

# Angela Hughes

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*Human Language Technology graduate student with 10 years of experience in Accessibility.*

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## PROFESSIONAL EXPERIENCE

### Shoreline Community College

2015 to 2018            Program Specialist of Services for Students with Disabilities

2007 to 2015            Program Coordinator of the Office of Special Services

### Washington Association on Postsecondary Education and Disability

2014 to 2016            Treasurer of the Board

2013 to 2014            2-Year College Representative of the Board

## LEADERSHIP

- **Supervision of employees:** recruit, hire, train, schedule, appropriate salaries, direct tasks of 6 to 10 part-time employees per quarter across six job classifications.
- **Chair:** Hiring committee for Associate Dean (2016), and ADA Committee (2016).
- **Budget management:** monitor, categorize, and report expenditures of WA State-supplied earmark fund, payroll, and non-profit 501(c)(4) organization.
- **Event coordination:** co-established and managed annual “Overcoming Barriers to Employment” summit, delivering workshops and resource fairs to hundreds of participants, service providers, and local community attendees.
- **Leveraging resources:** established a pool of resources such as staff and work space for adjunct departments when needed to serve the greater mission of the company.
- **Spokesperson:** represent program and its constituents to the entire organization and local community through presentations to large audiences and developing descriptive content.
- **Program development:** outreach, marketing, interdepartmental partnerships, materials development, content creation for the website, diversify and increase customer base.
- **Policy:** privacy protection of personally identifiable information in accordance with FERPA (Family Education Rights and Privacy Act), interpret and advise application of federal laws (ADA, Section 504 and 508 of the Rehabilitation Act of 1973, Washington Core Services Bill), inform development of institutional policy.

## EDUCATION

Bachelor of Arts in Linguistics, University of Washington, GPA 3.51 (2007)

- Intern, Center for Learning and Brain Sciences (Summer 2007)
- Academic year abroad in Cádiz, Spain (2005-2006)
- Volunteer presenter for C.O.R.E. (Committee Organizing Rape Education) (2004)

## TECHNOLOGY

- **Guidance** for user experience and compliance with disability law in technological development for the campus.
  - Web Workgroup (2011 to present)
  - Technology Committee (2014 to 2016)
  - Faculty Learning Community (2014 to 2017)
- **In Charge** of purchasing, training, and disseminating technologies for disability access to be used campus-wide. Direct workflow of document conversion and digital archival.
- **Develop** digital interactive content using Formstack, web content management system OmniUpdate, and trainings using the Microsoft Office, learning management system Canvas and Panopto, SurveyMonkey, Adobe Acrobat Pro, and Google Apps suites.

## STUDENT AFFAIRS

- **Services for Students with Disabilities**
  - **Perform** 60 Intakes per quarter. Each meeting establishes personalized student disability accommodations while screening for other barriers to education.
  - **Evaluate** suitability of medical, psychological, and military documentation of disability.
  - **Moderate** fairness, consistency, and clarity, by scrutinizing implicit bias and using data to evaluate program effectiveness for alignment with strategic plan and disability law.
  - **Advise** Human Resources in employee accommodations and assist their application.
  - **Dependable strengths** in crisis management, motivational interviewing, student development, educational coaching, client advocacy, facilitating interventions.
- **Veterans Programs** co-located and cross-trained at Shoreline Community College:
  - **Committee:** Campus Veteran Education Team (2010 to 2013).
  - **Grant writing:** assisted with writing and meeting objectives of Centers for Excellence in Veteran Student Success Grant, establishing a Veterans Resource Center, and increasing Veteran student enrollment.
  - **Event setup:** coordinated media and catering during VSO roundtable.
  - **Target recruitment:** hiring and training of Veteran Work Study to bridge transitions to civilian readjustment and post-college employment.

## AWARDS & ACTIVITIES

- Star of the Year (2014)
  - Recognizes a classified staff member who demonstrates exemplary work performance, outstanding service to the college, cooperative spirit and initiative in maintaining a positive campus environment, and special achievements or contributions to the community.
- Hiking Club Advisor at Shoreline Community College (2016 to 2017)
  - Lead team of 30-50 hikers on excursions to Puget Sound area wilderness trails.

## **REFERENCES**

Available upon request.