



TASHANA KIRBY- WILLIAMS

CONTACT

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EDUCATION

May 2014

Master of Science: Mental
Counseling

North Carolina A&T, Greensboro,
NC

GPA: 3.6/4.0

May 2010

Bachelor of Arts: Psychology

North Carolina A&T, Greensboro

GPA: 3.5/4.0

CERTIFICATIONS

- Certified Rehabilitation Counselor (CRC)
- Commission on Rehabilitation Counselor Certification
- Certification #: 00118462

PROFESSIONAL SUMMARY

Accomplished rehabilitation and disability management professional with 10+ years of experience, currently specializing in vocational evaluation, accommodation planning, and ADA/FERPA compliance.

Experienced vocational evaluation professional prepared to deliver impactful assessments and individualized plans. Strong focus on team collaboration and achieving results, ensuring adaptability to changing needs. Skilled in comprehensive evaluation methods, client counseling, and data analysis, with reliable and solution-oriented approach. Known for fostering positive work environments and driving successful outcomes.

SELECTED SKILLS

- Case Management
- Proficient in CRM Tools
- Return to Work, ADA, FMLA
- Leave Management & Regulatory Compliance
- Assessment interpretation
- Report writing
- Employment barriers assessment
- Rehabilitation planning
- Disability services knowledge
- Functional capacity evaluation
- Data interpretation
- Employment law
- Assessment expertise
- Disability Management
- Customer Success & Support
- Self-directed & Organized
- Strong Research & Policy Interpretation
- Vocational evaluation
- Multidisciplinary collaboration
- Accommodation consulting
- Test administration
- Training and development
- Job analysis
- Career counseling
- Labor market research

WORK HISTORY

December 2024 - Current

Vocational Evaluator, *Land of Goods Vocational Consulting LLC*

- Conduct comprehensive vocational evaluations to inform return-to-work plans, workplace accommodations, and long-term career pathing.
- Administer and interpret vocational tests and assessments; synthesize results into actionable recommendations for clients, families, employers, and third-party entities.
- Prepare detailed evaluation reports outlining functional abilities, transferable skills, work capacity, and possible accommodations.
- Collaborate with multidisciplinary teams to develop individualized vocational plans that align with client goals and market opportunities.
- Conducted comprehensive vocational assessments to identify clients' skills and career interests.

December 2024 - Current

Vocational Expert Witness, *Land of Goods Vocational Consulting LLC*

- Serve as a vocational expert witness in applicable hearings and proceedings.
- Outline objective, evidence-based vocational findings and opinions pertaining to work capacity, return-to-work feasibility, and accommodation needs.
- Prepare clear, concise deposition and testimony materials; respond to cross-examination with well-supported, standards-based conclusions.

March 2023 - Current

Vocational Rehabilitation Counselor, *The Consolidated Rehabilitation Group*

- Manage complex case documentation and communication for veterans and service members transitioning to civilian roles, ensuring compliance with relevant regulations.
- Collaborate with internal teams to enhance service delivery and document detailed recommendations.
- Provide guidance on leave options and rights, addressing inquiries, and facilitating clear communication on leave statuses.
- Collaborate with stakeholders to assess barriers to employment, enhancing service effectiveness, and employee satisfaction.
- Utilize strong communication and problem-solving skills to support clients effectively.

- Complete detailed reports within specified timeframes, outlining recommendations related to personal, vocational, educational, medical, and mental health needs.

December 2022 - March 2023

Contract Counselor, *MAXIMUS*

- Served as a subject matter expert in vocational rehabilitation services.
- Interpreted vocational assessments and offered expert guidance in rehabilitation services.
- Assisted clients with job placement, tailoring recommendations through analytical insights.
- Developed comprehensive reports, demonstrating strong written communication and attention to detail.

June 2021 - November 2021

Accommodation Consultant, *Wells Fargo*

- Consulted with employees to facilitate accommodations and evaluate medical documentation, including FMLA processes.
- Coordinated with healthcare providers and insurance carriers, navigating complex regulatory requirements.
- Evaluated and processed employee accommodation requests, including medical and personal leaves, ensuring adherence to legal requirements and company policies.
- Provided training and support to managers regarding leave policies and employee rights, facilitating effective communication.
- Documented leave approvals and extensions meticulously, maintaining confidentiality and accuracy in records.

September 2015 - June 2021

Disability Counselor/Team Lead, *Central Piedmont Community College*

- Conducted assessments and developed rehabilitation plans for students with disabilities, fostering inclusion and accessibility.
- Conducted assessments to evaluate student needs and provided recommendations for reasonable accommodations, including leave requests.
- Coordinated job placements and provided ADA compliance training, utilizing strong interpersonal skills.
- Maintained detailed records, highlighting organizational skills and attention to compliance.

July 2014 - August 2015

Rehabilitation Counselor I, North Carolina Division of Vocational Rehabilitation

- Developed and implemented rehabilitation plans tailored to individual goals, showcasing adaptability and client-focused service.
- Identified and addressed employment barriers, coordinating job placement services effectively.
- Utilized strong communication and advocacy skills to support clients in overcoming challenges.

REFERENCES

Available upon request

Expert Not Retained