



**ADERONKE O. NUBI, M.A, CRC, LMHC**  
**CURRICULUM VITAE**

**CERTIFICATIONS**

Certified Rehabilitation Counselor, 00048040  
Licensed Mental Health Counselor (NY)000349

**PROFESSIONAL EXPERIENCE**

Leslie Vocational Consulting, Lancaster, PA  
Vocational Expert Trainee

September 2018 - Present

- Rehabilitation Management
- Job Analyses, Labor Market Surveys and Job Placement
- Vocational Assessments and Testing
- Provide career counseling and guidance to clients
- Legislative and Legal Expertise
- Review extensive medical, education, vocational, social security and employment records
- Coordinate customized consultations with clients with disabilities, family members, attorneys, physicians, allied health professionals and employers

PA Office of Vocational Rehabilitation-Labor & Industry  
Vocational Rehabilitation Counselor

November 2011- May 2013

- Provided vocational rehabilitation services to help persons with disabilities prepare for, obtain, and maintain employment
- Provided counseling and guidance, assessments and referrals
- Coordinated and developed individualized employment plans for customers
- Provided individual and career counseling for high school students with disabilities in school settings
- Identified barriers to employment and self-sufficiency caused by disabilities
- Provided case management for a high volume case load and maintained timely progress notes and documentations
- Updated job knowledge by participating in educational opportunities and attending required training
- Arranged for on-site job coaching to help customers adapt to work and maintain employment
- Developed and maintained relationships with community referral sources to benefit customers

NYS Office of Adult Career and Continuing Education Services  
Vocational Rehabilitation Counselor

March 2002 – June 2011

- Provided vocational, financial, and behavioral need assessments of referred disabled clients
- Responsible for the collection and review of medical, psychological, and social information for rehabilitation outcome
- Coordinated and developed individualized service plans for employment outcome
- Provided group counseling and career planning for high school students with disabilities
- Provided intensive case management services to clients faced with multiple barriers to employment and self-sufficiency
- Developed strategic plans to deliver service in a manner consistent with established standard policy and procedures
- Provided sound judgment and utilized critical thinking skills to develop appropriate individualized plans for employment
- Maintained cost-effective plans to reach ultimate outcome of employment
- Consulted with physicians and psychologists to better understand client's condition and provide appropriate services
- Ability to establish and maintain effective working relationships with consumers, family members, and various professional and specialty services involved in the rehabilitation process

Cigna Group Insurance, Tarrytown, NY  
Occupational Consultant

May 2001- March 2002

- Negotiated return to work plans for claimants with employers
- Conducted transferable skills analysis and identified claimant's occupation to determine insurer's liability
- Provided vocational services to claimants, and delivered job accommodation services to keep claimants at work
- Interacted with injured workers, physicians and other providers to determine current status and assess future needs
- Provided vocational counseling and support telephonically
- Coordinated a wide range of services to return claimants to gainful employment
- Supported business retention by proactively becoming involved with customers to ensure complete customer satisfaction
- Implemented and maintained cost-effective rehabilitation programs as a vocational expert providing consultation and counseling services

Group Health Incorporated, New York, NY  
Customer Service Representative

July 1996 –December 2000

- Responsible for promoting positive public relations and resolving customer complaints via telephone and mail
- Prioritized the handling of inquiries from providers and beneficiaries relating to all areas of medical coverage, eligibility, claims payment and service benefits
- Responsible for updating providers and beneficiaries on Medicare insurance policies
- Managed special projects which supported the department's business objectives
- Completed daily, weekly, and monthly activity reports

## **EDUCATION**

New York University, New York, NY  
Master of Arts Degree in Rehabilitation Counseling, 2001

Bernard Baruch College, New York, NY  
Bachelor of Business Administration Degree, Human Resources Management, 1997

Bronx Community College, New York, NY  
Associate of Science Degree, Health Science, 1994