

Robin Garrison



Objective:

Seeking a professional level position as an ADA Coordinator to ensure that individuals with disabilities have access to inclusive programs, services, and activities through collaborative and effective communication with colleagues and the public sector.

Education Certifications and Trainings:

- BA in Sociology, minor in Communication / December 2016 / University of New Mexico / GPA 3.85
- AA in Early Childhood Education / May 2011 / Santa Fe Community College / GPA 3.91
- Certified ADA Coordinator
- Trained in vocational rehabilitation services
- Conflict management and mediation
- Professional communication and organizational behavior
- Emergency preparedness

Administrative:

- Management of client caseloads including intake, referral, case management and case closure using agency data base
- Operational knowledge of Microsoft Office Suite, Power Point, Zoom, Google Meet, Microsoft Teams
- Data compilation and entry, records analysis and management, report creation and submission
- In-person, virtual, and telephonic customer service

Advocacy:

- Provide trainings to enhance relations between city / county / state governments and individuals with disabilities.
- Strategic planning for individual and systemic cases to remediate legal rights violations
- Mediate and negotiate on behalf of clients.
- Advocate for individuals with varying disabilities in multiple settings.
- Research and study of the Americans with Disabilities Act, the Fair Housing Act, and the Housing and Urban Development Act in order to inform both clients and private and government entities about the rights of individuals with disabilities.
- Assist clients with filing complaints with the EEOC, the Human Rights Bureau, the ADA and the Department of Justice.

Integration, Coordination and Leadership:

- Monitor the implementation and effectiveness of programs, services, and activities with public and government entities.
- Work with public and government entities to effectively coordinate and manage the process of program improvements.
- Coordinated a team of disability experts to work with the New Mexico Legislative Council to improve access and the effectiveness of the State Capitol and the legislative process, for individuals with disabilities.
- Provided guidance to the Office of the Secretary of State to improve access and effectiveness of their website and the voting process for individuals with disabilities.
- Consulted with the New Mexico Human Services Department Compliance Officer and brought together a team of disability experts to provide guidance, support, and testing of their new website.
- Worked with New Mexico Adult Protective Services and Aging and Long-term Services to provide trainings to all staff and personnel, regarding general disability awareness and best practices for working with individuals with disabilities.
- Collaborated with New Mexico County Clerks to survey polling sites, identify barriers to accessing the poll sites and develop plans to remediate identifiable barriers.
- Team leader for voting accessibility and assistive technology at Disability Rights New Mexico.
- Chair of the New Mexico Technology Assistance Program Advisory Council.
- Provided mentoring leadership for new employees.
- Created and lead trainings for all levels of personnel working with Cabinet, Legislative, Tribal, County and City entities.
- Facilitated meetings with the Legislative Council and the Secretary of State's Office to ensure access to the voting process from registration to legislation.

Work History:

Sept. 2024- Present / New Mexico Legislative Council / ADA coordinator / Santa Fe, New Mexico
2017-2024 / Disability Rights New Mexico / Albuquerque, New Mexico
2014-2017 / Full time student / University of New Mexico, Albuquerque, NM
2011-2014 / Instructional Assistant / Santa Fe Public Schools / Santa Fe, NM
2009-2011 / Test Facilitator/ Santa Fe Community College Testing Center/ Santa Fe, NM
2006-2009 / Instructional Assistant / Pojoaque Valley Schools / Santa Fe, NM
1995 / Accounts Payable / Public Employees Retirement Association of New Mexico