

# Nicole D. Fincham-Shehan

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## Objectives

Organized and motivated professional searching for a challenging position that will foster career growth and use of interpersonal skill set.

## Education

### **University of Maryland Baltimore County – graduated 2007**

Bachelor's Science in Health Administration Public Policy  
Minor in Sociology

### **The Community College of Baltimore County – graduated 2004**

Associates in Health Education

## Experience

### **ADA Consultant – Palm Beach, Florida/Baltimore, Maryland 07/2011- Present**

- Advise on ADA guidelines for paratransit/mobility services
- Assisted with reconstruction of fixed route bus system in Baltimore, MD
- Provide assistance with maps and website accessibility
- Helped to establish guidelines for transit services
- Conduct and facilitate workshops for newly blind individuals
- Educate the public with adaptive equipment to live independently
- Established support group for disabled individuals for equal access to transportation
- Testified on behalf of state and federal legislatures to provide accessibility to all
- Works with profit and non-for-profit agencies to provide services to the disabled

### **Administrative Assistant**

#### **Social Security Administration – Baltimore, Maryland 04/2010 – 07/2011**

- Assisted in processing and review appeal documentation
- Provided customer service
- Ordered supplies and additional office materials
- Prepared accountability reports
- Organized weekly & biweekly overtime reports
- Conducted general office duties
- Prepared time and attendance/payroll

### **Health Education Community Relations**

#### **Baltimore City Mayor's Office – Baltimore, Maryland 01/2007 - 07/2009**

- Developed partnerships with community organizations and other stakeholders
- Attended meetings and events on behalf of the Mayor and Health Commissioner

- Organized community and church health fairs
- Developed and implemented new programs and policies
- Coordinated the SAFE ZONE and Operation Protect Programs
- Organized press and other media events
- Supervised interns
- Consulted and assisted with concerns pertaining to individuals with disabilities
- Represented the Mayor's Commission on Disabilities
- Coordinated presentations and distributions of literature throughout the community
- Organized emergency preparedness presentations and exercises
- Builds and develops data bases

### **Youth & Education Liaison**

**Baltimore City Council President's Office – Baltimore, Maryland      09/2005 – 01/2007**

- Developed partnerships with community youth organizations and other stakeholders
- Attended meetings and events on behalf of the City Council President
- Assisted in organizing youth and education programs and events
- Staffed the Youth Commission
- Worked with the Baltimore City School System to improve youth involvement
- Assisted with the Young Women in Action Program
- Coordinated school shadow days at City Hall and demonstrated the legislative process
- Worked to build and develop databases

### **Legislative Intern**

**Maryland General Assembly State Delegate – Annapolis, Maryland      01/2006 – 04/2006**

- Assisted with generating bills
- Researched perspective legislation
- Testified to House and Senate Committees on perspective legislative bills
- Responded to constituent letters and telephone concerns
- Met with lobbying organizations to discuss their concerns in regards to perspective legislation

### **Skills**

- Proficient in Microsoft Office, Zoomtext, Jaws , Magic, & Internet
- Type speed of 70+ words per minute
- Proficient in Mac/Apple format