

Rajai Saleh

1565 Bay Club Circle
Columbus, OH 43228
saleh.27@hotmail.com
(614)537-4212

Education: Bachelors of Science in Rehabilitation Services Dayton, OH
Wright State University

Specialized Skills:

- Expertise in using social media such as Facebook, to promote timely information and elicit appropriate feedback.
- Proficiency in the Arabic language both written and verbal.
- Excellent verbal and written communication skills with an acute eye for detail.
- Ability to problem solve and make complex decisions.
- Productive in high stress situations with the ability to prioritize and critically think, as well as multitask.
- Strong knowledge and comprehension of computer skills such as Microsoft Office programs.
- Clear understanding of disability claim development procedures, social security laws, medical terminology, and general psychology.

Work Experiences

Ohio Olmstead Taskforce (OOTF)

HOME Choice Consumer Advisory Council (HCCAC)

Coordinator/Consultant Columbus, OH 7/2012-present

- Coordinate meetings, conferences and other projects related to the HOME Choice Consumer Advisory Council meetings.
- Create a list of members in an excel spreadsheet to make sure contact information is current.
- Keep in touch with members via email or phone to ensure all needs are met.
- Scheduling; developing and sending out meeting announcements and reminders; developing and maintaining a listserv; taking meeting notes, summarizing the notes, and sending them to Advisory Council members.
- Provide accommodations to members attending meeting; arrange transportation, assist with reimbursement forms, set-up conference calling for those not able to attend in person...etc.
- Assist with marketing tools such as handing out brochures, newsletters, and the HOME Choice video project.

Ohio Rehabilitation Services Commission

Arabic Interpreter

Columbus, OH

1/2012-present

- Interpret for Arabic speaking consumers who are getting services with the Rehabilitation Services Commission.
- Establish communication and set-up appointments between consumer and person providing service.

State of Ohio

Consumer Support Advocate

Columbus, OH

10/2010-12/2011

- Called consumers on the statewide waiting list, questioned creatively to solicit information and updated data base as appropriate.
- Researched and provided consumers with customized community resources according to their needs.
- Took referrals for new consumers and scheduled an initial intake with appropriate counselor.
- Went out into the community to gather more resources and educate others on the role of the Ohio Rehabilitation Services Commission.
- Created an updated resource list for Franklin County.

Internship Experiences:

Greenleaf JTS.

Administrative Assistant

Columbus, OH

4/2010-5/2010

- Answered multi-phone line and directed to appropriate personnel or voicemail.
- Compiled and tabulated employee hours into an Excel spread sheet.
- Typed out and edited reports for multiple department heads.
- Created marketing flyers for clients to be updated on weekly meetings.
- Scored career tests.
- Assisted staff with researching current career trends.
- Took notes during meetings.

UCP of Central Ohio

Adult Day Habilitation Intern

Columbus, OH

3/2006-6/2006

- Assisted a minimum of 10 clients in achieving short-term goals for three different programs: individuals with developmental disabilities, significant developmental disabilities, and senior citizens with aging conditions.
- Aided staff in developing daily educational and entertaining activities and modules.
- Managed a support group of six individuals to help develop social skills i.e. self-esteem and communication.

Easter Seals

Wright Choice Intern

Columbus, OH

6/2005-8/2005

- Read stories to children with various developmental delays to assess concentration and comprehension abilities.
- Evaluated learning interactions between children of all ages and observed staff techniques for best teaching and care methods.

MOBILE Independent Living Center

Program Coordinator Assistant

Columbus, OH

6/2004-8/2004

- Helped organize an educational program discussing health topics such as diabetes and cancer for senior citizen minorities.
- Tracked the progress of the attendees through summarizing and inputting data of the program into computer.

Leadership and Community Involvement:

National Society of Collegiate Scholars

2004 – Present

National Scholar Honor Society

2003 – Present

National Rehabilitation Association

2006 – 2007

Wright Choice Intern Program

2003 – 2006

Abilities United

2003 – 2005