

# Janae Miller

Columbus, OH (614) 499-2814  
janaemiller1126@gmail.com

## QUALIFICATION SUMMARY

Experienced and dedicated advocate with excellent communication and team-building skills. Passionate about helping others achieve their goals and maximize their potential. Results-driven while maintaining versatility and adaptability. Proven ability to research, analyze, and resolve customer service and administrative issues in a timely manner and according to governed laws, regulations, policies, and procedures. Demonstrated ability to manage multiple tasks in a fast-paced environment. Proficient in Mac, Windows and Zoom technology.

## PROFESSIONAL EXPERIENCE

### **Sight Unseen LLC**

Columbus, OH

*Founder and Project Manager*

- Conduct social entrepreneurship workshops and trainings for employers to improve disability inclusion in the workplace for those who are blind, visually impaired, and hard-of-hearing
- Consult with employers and advocate for inclusivity through problem-solving Equity, and Inclusion issues and process-improvement activities

### **The Harmony Project**

Columbus, OH

*Assistant Program Director (Program Assist)*

- Support the Program Director and Executive Director with planning and executing all programs
- Promote diversity and inclusion in the arts and community with the Friends in Harmony program
- Assist with outreach and fund-raising efforts for the organization as well as recruit new members
- Organize and set-up for rehearsals and concerts
- Direct and perform office duties, goals, and tasks as needed

### **The State of Ohio Department of Administrative Services**

Columbus, OH

*EEO Technician Apprentice, Equal Opportunity Division*

- Monitored lapsed certifications for minority and women-owned businesses
- Coordinated communications between staff and constituent businesses
- Served on complaint / FAQ team to field queries and service matters
- Promoted disability inclusion across Ohio through The Action, Access, and Attitude Working Group

### **Ohio Statewide Independent Living Council**

Columbus, OH

*Receptionist/Office Support*

- Assisted Executive Director and staff members with administrative tasks
- Created information packets for new and returning clients
- Developed new services and communication protocols for office demands and efficiency
- General office management including handling phones and documents for office staff

### **Huntington National Bank**

Columbus, OH

*Receptionist/Office Support Associate*

- Managed phones by routing calls through the switchboard and handled documents for internal and external bank customers across the six Plus-state coverage area

- Developed weekly reports for management to review, provided daily recordkeeping of sales referrals, and assisted with clerical project work as needed
- Led the team's group chat and assisted management with monitoring team member's activity
- Advocated for equity as a member of the Diversity and Inclusion Counsel

## **BOARDS AND COMMISSIONS**

### **American Council of the Blind**

*Columbus Chapter President*

*Member of Board of Directors for American Council of the Blind of Ohio*

### **Greenleaf Job Training Services**

*Member of the Board of Directors*

### **Central Ohio Lighthouse for the Blind and Visually Impaired**

*Member of the Board of Directors*

## **EDUCATION**

### **Wright State University**

Dayton, OH

*B.A. in Communication Studies, Minor in Sociology*

## **CONTINUING EDUCATION**

### **Ohio State University**

Columbus, OH

*Leadership Education in Neurodevelopmental and Other Related Disabilities (LEND)*

- Completed 300 hours of graduate-level training to improve the health of children who have neurodevelopmental and other related disabilities by preparing trainees from a wide variety of disciplines to assume leadership roles and to ensure high levels of clinical competence

### **Milt Wright and Associates**

Los Angeles, CA

*Windmills Disability Inclusion Trainer*

### **State of Ohio Department of Insurance**

Columbus, OH

*Life Insurance*