

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

B.A. in Communication Studies, Minor in Sociology

Dayton, OH

CONTINUING EDUCATION

Ohio State University

Leadership Education in Neurodevelopmental and Other Related Disabilities (LEND)

Columbus, OH

- 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

Windmills Disability Inclusion Trainer

Los Angeles, CA

State of Ohio Department of Insurance

Life Insurance

Columbus, OH