

Janae Miller

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SUMMARY OF QUALIFICATIONS

Resolute and purposeful professionals with a proven ability to lead professionals and build strong teams. Experienced in leveraging communication, diplomacy, and analytical skills to resolve administrative and customer service issues. Skilled in engaging with legislative leaders, conducting training sessions, and promoting inclusion as a business strategy. Eager to apply a versatile and adaptable skill set to an opportunity that fosters professional growth.

PROFESSIONAL EXPERIENCE

Sight Unseen LLC | Columbus, Ohio

Founder and Project Manager (Consulting or Contract Basis) | 2014 – Present.

- Founded and managed a company dedicated to advocating for visually impaired individuals and educating businesses on disability inclusion.
- Conducted social entrepreneurship workshops and training for employers committed to improving workplace inclusion for individuals who are blind, visually impaired, or hard-of-hearing.
- Consulted with employers on problem-solving, equity, and inclusion issues to demonstrate the value of hiring people with disabilities.

The Harmony Project | Columbus, Ohio

Program Assistant (Contract) | 2017 – Present

- Support the Program Director and Executive Director in planning and executing all programs, contributing to the organization's mission of building a connected community through music and education as one of Columbus's premier local not-for-profits.
- Assist the Community Arts Program, serving 100 participants, with outreach, fundraising, and new member recruitment.
- Organize and set up rehearsals and concerts adage various office duties.

The State of Ohio Department of Administrative Services | Columbus, Ohio

EEO Technician Apprentice, Equal Opportunity Division | 2020 – 2021

- Updated Excel and various computer systems with confidential information by monitoring lapsed certifications for over 1,700 minority and women-owned businesses that were registered in the Business Enterprise Program.
- Coordinated communication between staff and constituent businesses and served on the complaint/FAQ team.
- Promoted disability inclusion across Ohio as a member of The Action, Access, and Attitude Group.

Ohio Statewide Independent Living Council | Columbus, Ohio

Receptionist/Office Support | 2013 – 2014

- Assisted the Executive Director and staff with administrative tasks, including creating information packets for clients who are seeking information regarding independent living options for individuals with disabilities.
- Developed new communication protocols and services to improve office efficiency.
- Managed general office operations, including managing phone communications, coordinating travel arrangements for the Executive Director, processing financial invoices, maintaining filing systems, and managing confidential documents.

Huntington National Bank | Columbus, OH
Receptionist/Office Support Associate | 2004 – 2013

- Managed and routed an average of 250 incoming confidential calls per day for the multi-state financial institution.
- Developed weekly reports for management and maintained daily records of approximately 50 sales referrals.
- Advocated for workplace equity and inclusion as a member of the bank's Diversity and Inclusion Council.

VOLUNTEER & COMMUNITY ENGAGEMENT

Columbus Advisory Commission on Disability Issues | Columbus, Ohio
Commissioner | 2023 – Present

- Appointed as one of 11 commissioners to advise the Mayor's Office and City Council on policies and services affecting individuals with disabilities in Central Ohio. Currently I serve as Vice Chair of the commission.

Greenleaf Job Training Services | Columbus, Ohio | 2022 – Present

- Chair of the Stakeholders Advisory Committee, responsible for ensuring the Board of Directors properly executes strategic plans for the organization's vision of assisting individuals with disabilities seeking employment.

American Council of the Blind | Columbus, Ohio
Columbus Chapter President & Member of the State Affiliate Board of Directors | 2021 – Present

- Leads the local chapter and serves on the state-level Legislative and Membership Committees, working to engage legislative leaders in Washington D.C. on issues affecting the blind community.

EDUCATION

Wright State University | Dayton, Ohio
B.A. in Communication Studies, Minor in Sociology

CONTINUING EDUCATION & PROFESSIONAL LICENSES

Ohio State University | Columbus, Ohio
Leadership Education in Neurodevelopmental and Other Related Disabilities (LEND)

- Completed 300 hours of graduate-level training focused on improving the health of children with Neuroscience and Developmental and other related disabilities.

Milt Wright and Associates | Los Angeles, California
Windmills Disability Inclusion Trainer

- Certified to facilitate attitudinal training to help human resources and corporate leadership change biases around hiring people with disabilities.