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SUMMARY

Early career **academic accessibility support** candidate with supervised university experience delivering clear oral reading, preparing **accessible course materials**, and assisting students during assessment activities. Strong English fluency, careful articulation, patient communication, and respectful attention to student autonomy support accurate exam reading and individualized accommodations. Practicum work includes neutral delivery of quiz and exam questions, accessible document conversion, caption preparation, introductory braille production, and **safe sighted guidance** for blind and low vision peers. Comfortable following accessibility staff direction, learning assistive technology, documenting procedures, and remaining seated during extended testing sessions. Academic projects strengthened accuracy, discretion, confidentiality, and collaboration in structured learning settings. Prepared to contribute dependable, student centered support across examinations and other **academic activities**.

EDUCATION

Bachelor's Degree in Communication Studies

2027

Ball State University GPA: 0

Muncie, IN

Coursework: Accessibility communication, interpersonal communication, educational communication, inclusive learning

TECHNICAL SKILLS

- **Oral Reading Tools:** Clear articulation, neutral pacing, pronunciation
- **Accessibility Technology:** Assistive technology, accessibility workflows, tool learning
- **Document Conversion:** Printed documents, handwritten documents, accessible text
- **Braille Production:** Braille output, braille materials, braille review
- **Video Captioning:** Caption text, timing review, readability review
- **Screen Access:** Accessible formats, reading order, digital content
- **Assessment Support:** Exam reading, quiz reading, testing sessions
- **Sighted Guidance:** Safe guidance, directional information, student positioning
- **Student Services:** Academic accommodations, student autonomy, patient service
- **Communication Skills:** English fluency, active listening, clear direction
- **Quality Review:** Source comparison, completeness checks, error identification
- **Confidentiality Practices:** Discretion, professional boundaries, accommodation records

SKILLS

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|---------------------------|----------------------------------|--------------------------------|-------------------------------|
| • English oral reading | • Assistive technology | • Sighted guide techniques | • Patient service |
| • Clear articulation | • Accessible document conversion | • Blind and low vision support | • Accessible course materials |
| • Exam reading support | • Braille production | • Student communication | • Safe student guidance |
| • Academic accommodations | • Video captioning | • Confidentiality | |

EXPERIENCE

Exam Reader, Accessibility Support Practicum

January 2026 to Present

University Accessibility Practicum

Muncie, IN

Supervised practicum supporting examination accommodations, accessible materials, caption preparation, and safe sighted guidance. Followed facilitator direction while maintaining accurate communication, confidentiality, and **student centered** service.

- Read practice exam questions aloud with neutral pacing during supervised accommodation simulations.
- Completed extended mock testing sessions while maintaining clear voice quality and professional boundaries.
- Converted printed and handwritten materials into accessible digital formats with source checks.
- Prepared **captions** for instructional videos and reviewed timing and readability with faculty.
- Practiced **safe sighted guidance** with blind and **low vision** peer volunteers.
- Documented accommodation steps and **assistive technology** questions after each practicum session.

Accessible Materials Project Assistant

September 2025 to December 2025

University Project

Muncie, IN

Academic project focused on converting mixed format course materials, preparing captions, practicing braille output, and organizing review documentation. Presented accessible workflow findings during a seminar for twelve peers.

- Processed 24 pages of readings and worksheets for accessible text conversion.
- Compared converted content with originals and identified omissions, formatting errors, and reading order issues.
- Prepared accessible text and practiced braille output with instructor feedback.
- Captioned three educational clips and checked transcription accuracy and readability.
- Presented conversion methods to a twelve person seminar using clear explanations.
- Organized source files, captions, converted documents, and review notes for reuse.

Inclusive Learning Support Assistant
Student Lab

January 2025 to May 2025
Muncie, IN

Supervised student lab focused on respectful communication, spoken English, accessibility barriers, and individualized academic support. Practiced sighted guidance, document conversion, captioning, confidentiality, and student autonomy through structured scenarios.

- Read assessment prompts aloud using deliberate pacing, accurate pronunciation, and neutral emphasis.
- Practiced concise directions and **safe sighted guidance** in classroom and hallway simulations.
- Evaluated digital and printed materials for basic accessibility barriers during lab exercises.
- Learned **document conversion** and captioning procedures through guided demonstrations.
- Recorded accessibility observations for instructor review and group discussion.
- Applied **confidentiality**, patience, and **student autonomy** principles in written case responses.

PROJECTS

Accessible Academic Materials Project 📅 2025

Worked with classmates and an instructor to review converted readings, captions, and braille output. Shared organized files and practical findings so peers could follow each accessibility workflow.

LEADERSHIP & AWARDS

- Dean's List, 2025
- Student Service Recognition, 2026
- Academic Accessibility Project Showcase Honorable Mention, 2026

CERTIFICATIONS

- Digital Accessibility Foundations 📅 2026
- Microsoft Learn Accessibility Fundamentals 📅 2025

PROFESSIONAL AFFILIATIONS

- Peer Learning Volunteer, Campus Academic Support Network, 2025 to Present
- Member, Student Accessibility Advocacy Group, 2025 to Present

LANGUAGES

- English (Native) • Spanish (Beginner)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST