

DONNA JO SALHANY  
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**SKILLS**

- \*Evaluation      Interviewing consumers, academic testing, aptitude testing, temperament analysis, job analysis, memory evaluation, fluid intelligence evaluation, interest evaluation, learning style evaluation, preparation of extensive written reports, staffings for consumers as necessary.
- \*Rehabilitation      Interviewing consumers, preparing casework documentation, developing plans, coordination and facilitation of services, implementing plans, follow-up with consumers, participation in local and state professional activities.
- \*Administrative      Testing & placement of applicants; public relations; supervising up to 10 employees; hiring & firing personnel; scheduling; ordering supplies; payroll; accounts payable; accounts receivable; computer accounting; preparing budgets; trust accounts; preparing various federal, state & local forms.

**EDUCATION**

B.S. Education, University of Nebraska, 1979  
Educational Interpreting for the Deaf, University of Alabama, 1994  
M.S. Counseling Psychology, Alabama A&M University, 1998  
Ph.D. Career Counseling, LaCrosse University, 2004

**WORK**

Vocational Evaluator	11 years
Administrative Secretary/Bookkeeper	9 years
Word Processing/legal secretary	10 years
Teacher/day care	5 years

**EXPERIENCE**

**CERTIFICATES**

Certified Vocational Evaluator; expires April 1, 2014  
Certified Rehabilitation Counselor; expires March 31, 2011

References available upon request