

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; pegboard systems; 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 EXPERIENCE

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

## CERTIFICATES

Certified Vocational Evaluator; expires April 1, 2009  
Certified Rehabilitation Counselor; expires March 31, 2011

References available upon request