



CHRISTINE BONNETT

Disability Support
Specialist

PROFILE

I LOVE HELPING PEOPLE! I HAVE EXPERIENCE IN OFFICE MANAGEMENT, WORKING WITH A DIVERSE POPULATION, EXPERIENCE WITH COMPUTER PROGRAMS, AND ADMINISTRATIVE PROCEDURES. I AM FRIENDLY, COMPASSIONATE, QUICK TO LEARN, ORGANIZED, AND DEPENDABLE.

CONTACT

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EDUCATION

Southern Utah University

Class of 2011

Bachelor of Arts in History, German Minor

- Graduated Summa Cum Laude

Southern Utah University

January 2019 – December 2020

Masters of Public Administration

- Higher Education Emphasis

WORK EXPERIENCE

Southern Utah University, Disability Support Specialist

November 2017 - Present

- Assistant to the Director for Students with Disabilities.
- Manage Student Staff and Accommodated Testing
- Fiscal and Budget Management
- Collaborate and Manage Assistive Technology
- Coordinate Academic Accommodations
- Work with Publishers to create Books in Alternate formats for students with print disabilities.

Construction Monitor, Data Entry Specialist

August 2009- November 2017

- Using various computer programs to acquire and enter construction permits in the company database.
- Record Keeping on all cities and permit output for publication.

Iron County School District, Paraprofessional

October 2005 – May 2009

- Assist Students with a variety of learning and physical disabilities
- Participated in individualized education plans & physical therapy.

Southern Utah University, Reader/Note-Taker

January 2008 – December 2009

- Obtained books and recording equipment to read aloud and create audio books for the disabled.
- Volunteer note-taker in classes, copied and submitted organized notes in a timely manner.

Eaton Optometric Group, Receptionist/Optometric Assistant

April 2002 – August 2005

- Reception work with computer programs, record keeping, filing, appointment scheduling.
- Receiving payments, billing insurances, managing patient accounts
- Assisted Doctors in a variety of Optometric tests and equipment.

SKILLS

- **Interpersonal Skills working with students with disabilities in a wide variety of situations.**
- **Professional Communication with Faculty, Staff, and Community Members.**
- **Strong Ethical Understanding**
- **Critical Thinking & Problem Solving**
- **Knowledgeable in Computer programs**
- **Firm grasp on ADA and Administrative Laws**
- **Attention to Detail**