

Marlene S. Hendler

CAREER OBJECTIVES:

To obtain a position with a company or organizations that will utilize my skills as a consultant and advocate.

EDUCATION:

Catonsville Community College 9/86-5/87
Worked on Bachelors of Arts Degree

Randallstown Senior High School 9/81-6/84
Received High School Diploma

SPECIAL TRAINING:

Transportation 101 5/17-6/17

Learned about the history of transportation and how it evolved in our state through the years. Learned ways to advocate and improve transportation services throughout the state and how to work with local and state jurisdictions.

Partners in Policymaking 10/88-6/89
Worked on developing policy, lobbying, negotiating, speech writing and testimony so can now become a more effective advocate in the political process. At the end of this nine-month training program, received a governor's citation.

Workforce and Technology Center, Baltimore, Maryland
Bookkeeping and Accounting 4/85-5/86
Student: Filed, typed on manual and electric typewriters. Recorded figures in general ledger, accounts receivable/accounts payable ledgers, capital statements, balance sheets, income statements, general journals, sales/cash receipt journals, cash payment journal, post-closing trial balance sheet, checkbooks, combined journal, purchase journal, eight-column worksheets, payroll quarterly earning sheets, bank reconciliation statements and answer phones. At the end of this training, received a certificate.

WORK EXPERIENCE

Howard County Board of Elections 5/04-Present
Worked as an election judge and helped people with the voting process.

Historic Medley District (HMD) 5/04-Present

Help to organize their filing system. Help to run the organization's antique shop when the regular shopkeeper is unavailable.

Howard County Transportation 5/01-Present

Monitor transportation system and help with public relations (taking pictures used in videos). Also write up reports on monitoring the buses.

Baltimore City Community College 9/96-9/03

600 E. Lombard Street Baltimore, Maryland 21202

Paid Tutor

Tutor mentally and physically disabled adult students in reading, writing, and math as well as help any students who wish to take the GED study and get ready or it. Also made sure instructors from the college had everything they needed to teach their classes. Also taught the class when the instructor was unable to be there and supervise where and when needed. Job includes previewing software and books, as well as networking with other literacy agencies.

Flea Market 9/94-12/98

86 Liberty Road

Baltimore, Maryland 21207

Managed table to sell flower arrangements, reading glasses, and miscellaneous items.

Companion 11/93-5/94

Personal Care Attendant

Take care of writing checks for this client and kept records for it. Had to take care of various needs for this client since she was unable to use her hands and speech was very much impaired. Those needs included duties of a cook, maid, and personal needs.

Disabilities Awareness Project 9/93-Present

With Howard and Baltimore County Public Schools

Visited various schools with a member of this Project to explain, educate, and help children of all ages to have a better understanding of those with disabilities.

Companion 6/92-5/93

Kennedy Krieger Institute

2911 E. Biddle Street

Baltimore, Maryland 21213

Served as companion/roommate to someone in their supportive living program. Kept her company and call for help when needed.

Nighttime Attendant 1/92-9/96
3100 Woodford Place Apt A
Baltimore, Maryland 21207

Provided custodial care of two developmentally disabled individuals, which included toileting and other assistance as needed.

Laundry Worker 6/91-8/91
Camp Greentop
Sabillasville, Maryland 21780

Laundry worker duties included operating washing machines and dryers.

Medical Daycare Lunch Aide 2/88-6/90
United Cerebral Palsy of Central Maryland
1660 Sulphur Spring Road
Arbutus, Maryland 21227

Duties included cleaning out dishwasher, taking clean towels into the daycare area and performing laundry duties. Also setting up table for lunch, loading prepared lunch into car, assisting in serving lunch to clients. Following lunch, responsibilities included cleaning area tables.

Counselor Aide 6/83-7/84
Camp Greentop
Sabillasville, Maryland 21780

Cleaned cabins and latrines. Set tables and fed children who could not feed themselves.

Junior Achievement 9/81-5/84
Old Court Junior High
4627 Old Court Road
Baltimore, Maryland 21208
Junior Achievement Personal Corporate Secretary

Duties included helping to make products to be sold and kept record of attendance and stock.

Companion 9/80-Present

Worked with two clients. One: did filing and spring cleaning for him. The other: spend time with him at his house, spring cleaned his room, help him make phone calls, go to his medicals with him, take him on social outings, and do advocacy projects with him.

Penn-Jersey Auto Store 9/71-6/73
Ellicott City, Maryland 21043

Employer's Assistant

Duties included bookkeeping, helped customers, put away stock, and cleaned.

VOLUNTEER WORK EXPERIENCE

CARS – Citizens for Accessible Ride services **1/18 – Present**

1500 Union Avenue
Baltimore Maryland 21211

We make sure that MTA (MASS TRANSIT ADMINISTRATION) abides by the ADA (AMERICANS WITH DISABILITIES ACT)

BAG /TPAG 6/17-Present

3430 Courthouse Drive
Ellicott City, Maryland 21043

Make recommendations for the policies and changes to the Howard County Transit System and to the Howard County Council dealing with transportation. Also, chairperson of this committee.

Save Maryland Transit Coalition 6/17-Present

Central Maryland Transportation Alliance
11 E. Mount Royal Avenue, Second Floor
Baltimore, Maryland 21202

Advocate to keep the MTA Transit system intact. Fight to keep them from decreasing their services. Help to stress how important all their services are so they don't decrease them.

Service Coordination, Inc. 9/14-Present

9 Park Center Court, Suite 301
Owings Mills, Maryland 21117

Served on the Service Coordination, Inc (SCI) Board of Directors since September 2014. SCI provides quality case management services to people with disabilities and other groups by helping people understand what their choices are and connecting them to resources in their communities in ways that respect their dignity and rights. Another part of this position was to help oversee all fiduciary responsibilities for the organization and provide governance of operations. Been an integral member of the Board in helping SCI fulfill its mission. Most recently, became a member of the Board of Directors Compensation Committee which acts in an advisory capacity, working in conjunction with SCI's Human Resources Director to be an educational resource for the Board of Directors on the organization's compensation philosophy.

Service Coordination, Inc. 2/11-Present

9 Park Center Court, Suite 301

Owings Mills, Maryland 21117
Steering Committee Member

Review of incident reports and policies.

Transit Riders Action Council (TRAC) 5/04-Present
808 Cathedral Street, Apt #2F
Baltimore, Maryland 21201

Work on improving issues for Maryland Transit Authority and all the county public transportation systems. Meeting with state and federal legislators.

Cross Disabilities Rights Commission (CDRC) 5/04-5/10

Does similar functions as the Mayor's Commission but they can also introduce legislation which the Mayor's Committee does not.

PAG/RAC 1/04-Present
5470 Ruth Keeton Way
Columbia, Maryland 21044

To advocate and make recommendations to improve Howard County Transit services/System. (The meetings are not held in one location due to COVID. They are all conducted virtually).

Baltimore City Mayor's Commission 5/01-Present

Committee to help enforce the ADA in Baltimore City and throughout the county and the state. Attend meetings for the general committee and the transportation and access committees.

Maryland Transit Rider's League (MTIU)-CPHA 1/01-Present
21 & West Saratoga Street, 5th Floor
Baltimore, Maryland 21201

Work on improving transportation issues for Maryland Transit Authority meeting with state and federal legislators.

Maryland Disabilities Forum (MDF) 7/99-Present
Self-Advocacy Group

Hold political candidate forums during election years.

CAC (Citizens Advisory Committee)
6 St. Paul Street
Baltimore, Maryland 21202

11/96-Present

Serve as an advisor to the MTA on their fixed route services.

Committee Member

9/96-Present

Citizen's Advisory Committee for Accessible Transportation
6 St. Paul Street
Baltimore, Maryland 21202

Duties are to serve as advisor to the Mass Transit Administration (MTA) in ideas for future planning, to monitor the quality of MTA service for accessible public transportation for the disabled person, and to promote policies in support of MTA's accessible public transportation services for the disabled person. Also serve as one of the people who help train MTA drivers and Yellow Transportation drivers in tying down manual wheelchairs and motorized scooters. Chairperson of CACAT

Volunteer Coordinator

2/96-Present

Stephanie White-Trivas Center
The League for People with Disabilities
1111 E. Cold Spring Lane
Baltimore, Maryland 21239

Responsible for the daily operations of the center. This includes tutor training, setting up schedules, student-tutor matching, tutor evaluations, and serves as liaison for/with Baltimore City Community College faculty/facility. This person will also work with the Director of Education and Training to develop and implement both short and long-term program objectives. Also teach the class when the instructor is unable to be there and supervise where and when needed. Job also includes previewing software and books, as well as networking with other literacy agencies.

Assistant to the Director of Volunteers

2/96-1/99

1111 E. Cold Spring Lane
Baltimore, Maryland 21239

Responsibilities included assisting with giving tours to visitors and perspective volunteers. Also includes helping to recruit and train new volunteers for the different programs at the League.

Maryland Adapt

9/95-Present

Committee for advocating for disability rights and bringing people out of nursing homes into the community.

Tutor

4/92-Present

League for the Handicapped
1111 E. Cold Spring Lane
Baltimore, Maryland 21218

Tutor physically and mentally disabled adults in reading, math, spelling, and social studies.

Volunteer

6/90-Present

Maryland Rehabilitation Center
2301 Argonne Drive
Baltimore, Maryland 21218
Center Records

Put papers in alphabetical order, coding files, filing clients' records and cards.

Director

6/89-9/16

MCIL – Resources for Independent Living
Baltimore, Maryland

Aided in housing development, helped in fundraising area, helped with client information and service referrals, and educated the public about people with disabilities. Also, a member of the speaker's bureau for the agency which also promotes independence for people with disabilities. Worked to promote a barrier-free environment and society for people with disabilities, worked directly with clients on independent living skills.

Volunteer

9/80-Present

United Cerebral Palsy of Central Maryland
Baltimore, Maryland

Feeding, dressing, and helping clients with recreational activities and translated for nonverbal clients. Knowledge of American Sign Language was very useful. Filed, sorted, and arranged files. From 1982 to 1984, worked with father on fundraising activities for United Cerebral Palsy. VIP panel since 1986. Assisted with special fundraising projects. Calculated incoming funds. Stuffed envelopes and prepared it for mailing.

Staff Aide

9/83-6/84

Randallstown Senior High School
Randallstown, Maryland 21133

Nurse's aide, counselor's aide, and library aide. Duties as nurse's aide included answering phones, cleaned, organized, and helped the students that came in for nursing aid. Duties as library aide included arranging books in correct order, cataloged books, and helped students to sign out books. Duties as a counselor's aide included organizing office files and answering phones.

Boy Scouts

1979-1994

Assisted with activity groups for Boy Scouts, Cub Scouts, and Girl Scouts. Worked with verbally impaired scouts, which included translation and sign language when needed. Fed clients on trips when needed.

REFERENCES

Available upon request.