



**Mirfak
Associates,
Inc.**

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Vocational Evaluations

Life Care Planning

Labor Market Research

Job Analyses

Vocational Rehabilitation

Expert Testimony

JILL A. MOELLER, M.R.C., CRC
CURRICULUM VITAE

EDUCATION

July 14, 2016

2014 Master of Rehabilitation Counseling Degree (M.R.C.). Major: Vocational Rehabilitation
Utah State University, Logan, Utah

2001 Bachelor of Science Degree (B.S.). Major: Social Science
University of Wyoming, Laramie, Wyoming

1995 Associate of Science Degree (A.S.). Major: General Studies
Salt Lake Community College, Salt Lake City, Utah

CERTIFICATIONS

2015 Certified Rehabilitation Counselor (CRC), Commission on Rehabilitation Counselor Certification, #145782

EMPLOYMENT

2015- Rehabilitation Consultant, Mirfak Associates, Inc., Walnut Creek, CA Present

Conduct vocational rehabilitation evaluations to assess issues related to diminished employability and earning capacity. Develop comprehensive life care plans. Provide deposition and trial testimony regarding employability, earning capacity and life care planning. Provide comprehensive vocational rehabilitation counseling, exploration, evaluation, research, plan development, monitoring and job placement services. Develop comprehensive job descriptions.

2011 - Vocational Rehabilitation Counselor, State of Wyoming, Rock Springs, 2015 WY

Provided job seeking skills training and job placement and monitoring services. Interviewed and counseled Veterans, students, and a variety of clients with disabilities. Demonstrated knowledge of the rehabilitation process and the impact of various disabilities on employment. Coordinated with school districts to provide information and services for transition students. Interpreted medical and psychological evaluations to establish eligibility and determine needs and abilities. Explained the eligibility process and informed clients of clients' rights. Worked with clients to develop an Individualized Plan for Employment. Assured that all clients' needs were met and monitored each client's progress. Provided vocational guidance that included testing and assessing clients to

determine aptitudes, interests, abilities, and needs. Maintained files with required documentation from State and Federal entities. Budgeted for the case load and ensured that each client received services as outlined for them. Referred clients to community agencies and ensured clients' access to those available services.

2007-2010 Paralegal, Lanier Davidson Law Office, Saint Augustine, FL

Managed all accounts receivable and payable. Assisted attorneys in completing paperwork/legal pleadings. Organized files and compiled constantly incoming information to ensure attorney preparedness. Provided clients with information and scheduled clients and attorneys for meetings and Court.

2003-2007 Manager, Sebastian Harbor Marina, Saint Augustine, FL

Recruited, interviewed, hired, evaluated, and trained employees for various positions at the marina. Budgeted improvement and maintenance costs while providing quality services to customers. Examined techniques of competitors and implemented the changes needed to remain competitive. Processed accounts receivable and prepared monthly billing statements for customers. Marketed available boat slips and oversaw the performance of customer service by marina employees.

2000-2003 Juvenile Probation Agent, Sweetwater Juvenile Probation, Rock Springs, WY

Conducted and organized monthly meetings while serving as the Head of Juvenile Justice Coalition. Acquired information from intake interview and calculated ways to reduce juveniles' risk of reoffending. Researched and prepared predisposition reports, including recommendations, for use by Courts. Trained fellow employees on the use of the "Back On Track" computer program. Monitored each juvenile's compliance with the Court Order through personal contact with schools, agencies, juveniles and parents. Participated in initial hearings, multidisciplinary team meetings and final disposition hearings.

1990-1996 Safety Manager, Estimator, Trim Carpenter, Tile Setter, Equipment Operator, Laborer in CA, HI, UT, WA, Triton Marine Construction Corporation, Bremerton, WA

Implemented a safety program and conducted safety meetings. Compiled sub-contractor bids for estimated bids on future construction projects. Executed successful management in order to produce successful outcomes by utilizing performance appraisals, compensation, and training to ensure work is completed per the specifications. Tested tools, construction materials, and equipment to ensure a safe environment and quality product. Resolved conflict and created enforceable guidelines for conduct and behavior expectations. Assisted crew and managers in any moment of need, so as to be beneficial to the construction project. Operated backhoes, boom trucks, scissor lifts, forklifts and power tools while completing construction projects.

PROFESSIONAL ACTIVITIES

2010-2013 *Member, Business Leadership Network, Sweetwater County, Wyoming.*

2002-2003 *Chair, Juvenile Justice Coalition of Sweetwater County, Wyoming.*

AWARDS

2011-2015 *26 Club Award, Department of Vocational Rehabilitation Award, for more than 26 successfully employed clients, Wyoming.*

2013 *Horizon Award, Department of Vocational Rehabilitation Award, for best new counselor of the year, Wyoming.*

2012 *Mayor's Leadership Award Nominee, Rock Springs, Wyoming.*

PUBLICATIONS

Van de Bittner, E. E. & Moeller, J. A. (In press). Appropriate use of vocational opinions to rebut a scheduled rating in California workers' compensation claims for permanent partial disability after *Dahl* and after Senate Bill 863, *Journal of Forensic Vocational Analysis*.