

Jennifer Drake

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OBJECTIVE

To obtain a position that provides budget coaching and financial wellness education to families in need.

EDUCATION

University of Michigan – Dearborn
Major: Psychology
Minor: Leadership & Communication in Organizations

Dearborn, MI
May 2013
Bachelor of Arts

American Institute of Massage Therapy

Honolulu, HI
May 1999

PROFESSIONAL EXPERIENCE

Wellness Program Coordinator

Garden City Family Resource Center

Coordinated weekly and monthly wellness workshops based on client need. Acted as liaison between director, case managers and instructors. Taught variety of wellness subjects including personal finance, yoga, massage and journaling. Created marketing material and wrote up progress notes.

January 2010-current
Garden City, MI

Student Assistant

University of Michigan-Dearborn Behavioral Science Office

Provided excellent customer service to students and staff. Answered phones, email requests, as well as provided administrative support to the department. Processed teacher evaluations. Filed and electronically archived documents.

October 2010 – July 2011
Dearborn, MI

Teaching Assistant

University of Michigan-Dearborn Psychology Internship Program

Coordinated communication between students and agencies for internship placements. Supported students through placement process. Kept detailed agency contact records. Conducted site visits. Assisted professor with classroom exercises. Read and graded journals.

April 2010-December 2010
Dearborn, MI

Parent Group Co-facilitator

Garden City Family Resource Center

Assisted facilitator with parenting classes, presented portions of class material.

January 2010 – August 2010
Garden City, MI

Intern

Garden City Family Resource Center

September 2009 – December 2009
Garden City, MI

Sole Proprietor

East Meets West Massage Therapy

Provided therapeutic massage and yoga instruction. Recorded confidential medical and client information. Billed insurance. Kept budget and financial information updated with QuickBooks Pro. Developed all print advertising materials. Coordinated appointments and daily business operations.

July 2002-December 2005
Hillsdale, MI

Spa Team Lead & Massage Therapist

November 2000-June 2002

Malama Salon and Spa (now Ho'āla Salon and Spa)

Honolulu, HI

Supervised up to 35 personnel, interviewed new applicants and conducted staff meetings. Collaborated on the development of advertising and promotional ideas. Acted as liaison between director and employees. Created procedures for uniformity of customer service.

AWARDS

Difference Maker Award

2012

Dean's List

Winter 2009 – Winter 2011

Margaret Dow Towsley Scholarship

October 2009

VOLUNTEER & EXTRA CURRICULAR ACTIVITIES

Blueprints Leadership Program

September 2011-April 2012

AAUW luncheon panel discussion speaker

December 2011

National Conference for College Women Student Leaders

June 2011

Dave Ramsey's Financial Counselor Training, Plymouth, MI

March 2011

Women's Resource Center - Relaxation Station Event

February 2011

Women's Resource Center - student mentor

September 2010-December 2010

National Society for Leadership and Success - Communications Committee

January – December 2010

On The Move - volunteer mentor for women considering college.

March 2010

S.A.F.E. Training, University of Michigan - Dearborn

December 2009

Professional U program, Career Services, University of Michigan – Dearborn

September 2009

Volunteer Mentor Training, Westland Youth Services

September 2009

Women's Resource Center, Transitions Fall Kick-Off Event speaker

September 2009, 2010, 2011

Women's Resource Center, Transitions Mentorship Program participant

September 2009 – April 2010

References up on request.