

# Amanda A. Blake

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## EDUCATION

### **NYU Steinhardt, NY — M.A. Mental Health & Wellness Counseling (Online)**

JUNE 2018 - ANTICIPATED 2020

### **College of Saint Elizabeth, NJ — B.A. Psychology**

AUGUST 2013 - MAY 2017

**GPA: 3.68 (CUM LAUDE)**

Pre-law Program

Minor: Political Science

## EXPERIENCE

### **Lois Learning Tree, PA — Preschool Lead Teacher**

OCTOBER 2018 - CURRENT

My duties include:

- Providing quality care for children 3 and 4 year olds.
- Create a fun and loving environment for 20+ students daily
- Planning and executing indoor and outdoor experiences appropriate to the development levels of the children.
- Prepares reports as required by the program.
- Meet with parents, staff, and administration.
- Create and implement developmentally appropriate curriculum that address all learning styles
- Collaborate with co-teacher on developing new classroom projects, lesson plans, and monthly themes.
- Provide families, children, and teachers with a judgement-free zone in which they feel safe expressing themselves and participating in the problem-solving process.
- Provide educational resources, coaching, and support for children and families of diverse sociocultural and economic backgrounds.
- Evaluate student progress and opportunities for growth and development, addressing students at-home realities during conferences with parents.
- Partner with parents to ensure the best possible educational environment and experience is provided in school and at home.

## SKILLS

- Microsoft Suite
- Creative Writing
- Critical Thinking/Research
- Adaptability
- Leadership
- Communication
- Social networking (for branding and communicating organization mission and activities)

## AWARDS

- Dean's List – Fall 2014, spring 2015, Fall 2015, Spring 2016, Fall 2016, & Spring 2017
- Lifetime Psi Chi Member (International Honors Society in Psychology) – Spring 2015
- NIH Certified – Spring 2015
- Bianchi Careers in Law Certificate– April 2016
- CITI Certified– September 2016
- Who's Who Among Students in American Universities and Colleges – 2016
- Kappa Gamma Pi (National Honors Society)– 2017

## AFFILIATIONS

- BSM (Black Student Union Member) at the College of Saint Elizabeth
- NAACP Chapter member– Morristown

## **CFG Health Systems (Center for Family Guidance), NJ — “CASTLE” IOP Counselor**

MAY 2018 - OCTOBER 2018

My duties include:

- Conducts authorized room searches of residents, property, common areas, lockers, and resident rooms and as required by program policy.
- Accurately records all information as appropriate, i.e. daily log, Critical Incident Reports.
- Prepares reports as required by the program.
- Completes Resident Intake Forms and completes all tasks that are associated with a new admission.
- Serves as a primary counselor and support person for all residents.
- Communicates and coordinates with other agencies, providers, parents, guardians, and others when designated by the program.
- Is familiar with all co-worker's job functions so that appropriate internal referrals can be initiated as needed (i.e. nurse, social worker, and principal).
- Properly and accurately dispenses all medication and documents information in the Medical Log.
- Assists residents in learning home management skills (cooking, cleaning, etc) and teaching residents the importance of cleanliness, hygiene, good nutrition, meal planning, responsible purchases, etc., while guiding them in skill development.
- Is assigned to mandatory extra shifts. Responsible for finding a replacement or for filling the shift him/herself.
- Takes on special tasks to contribute to the overall functioning of the program (i.e., ordering supplies, shopping, fire drills, pharmacy runs, errands, etc.). Aids in the training of new workers on the job.
- Alerts supervisor and manager to emergencies, special problems, or unusual events, i.e., child abuse, injuries, the inappropriate conduct of staff, etc.
- Escort residents to the hospital, doctor, dentist, home visit, court appearances on behalf of the facility and the family.
- Performs other related duties as assigned requested.
- Attends monthly/weekly supervision and staff meetings.
- Responsible for the proper accounting of all petty cash and allowance.

## **College of Saint Elizabeth, NJ — Peer Tutor**

SEPTEMBER 2016 - MAY 2017

My duties include:

- Meeting with both Undergrad and Grad students one on one for weekly tutoring sessions
- Working with students between the ages of 17-30 who suffer from chronic depression, anxiety, and ADHD.
- Maintaining reports at the end of each session to monitor progress
- Working with students to ensure that their academic needs are being met based on individual difficulties

**Odyssey Online,(College of Saint Elizabeth) New York —  
Contributing Editor**

APRIL 2016 - MAY 2017

My duties include:

- Lightening editing load for by either editing before EIC or with EIC
- Acting as a content creator pitching story ideas for writers
- Recruiting new writers
- Keeping track of 3 strike policy
- Communicating staff members and assisting with overall management

**College of Saint Elizabeth, NJ — Student IT**

SEPTEMBER 2016- MAY 2017

My duties include:

- Greeting visitors/Answering phones
- Serving as tech support
- Unitizing Microsoft Suite
- Completing technical setups campus wide

**College of Saint Elizabeth, NJ — Student Office Assistant**

JANUARY 2014- AUGUST 2016

My duties include:

- Greeting visitors/Answering phones
- Assisting other employees with daily tasks
- Completing purchase orders
- Unitizing Microsoft Suite

**VOLUNTEER**

**College of Saint Elizabeth (Judicial Board), NJ — Member**

AUGUST 2015 - MAY 2017

My duties include:

- Working as a member of the Judicial board in order to provide fair/just hearings for individuals who failed to uphold the policies of the college
- Assisting in assigning activities that focused on educating rather than punishing rule breakers

**Elizabeth Coalition for the Homeless (Bernice's Place  
Children's Program), NJ — Summer Volunteer**

JUNE 2016 - AUGUST 2016

My duties include:

- Working with Elementary and middle school aged children who were both homeless and underprivileged
- Working with children with special needs and behavioral health disorders (Anxiety, ADHD, and ADD)

- Assisting in providing a safe and supportive place for children to learn and play
- Providing support to parents
- Serving as a chaperone on group field trips and facilitating sport activities

### **College of Saint Elizabeth, NJ — *Team Gold Orientation Leader***

AUGUST 2015 - AUGUST 2015

My duties include:

- Working with incoming freshman ages 16-19 acting as an advisor in terms of the overall college experience
- Assisting students with activities created to encourage team building
- Working one on one with students establishing individualism and creating bonds
- Encouraging students to step outside of their comfort zones in an attempt at creating newfound friendships

### **Christian Formation Ministry (St. Vincent Church), NJ — *Assistant***

SEPTEMBER 2014 - NOVEMBER 2014

My duties include:

- Assisting in creating activity packets for Elementary and middle-school children that encouraged faith-based education through reading, writing, and completing projects
- Assisting the director with the day to day operation of the program
- Assisting with bible study and other weekend activities

### **Spring St. Community Center, NJ — *S.O.A.R Tutor***

JANUARY 2014 - AUGUST 2014

My duties include:

- Working with between 6-8 students at a time
- Assisting students with classroom/homework assignments that include but are not limited to English, Math, and Science
- Working with children with special needs and behavioral health disorders (Anxiety, ADHD, ADD, and Dyslexia)
- Communicating regularly to match parent goals for student's academic success.