

# **Ashlee Rae Brooks**

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## **Objective**

Seeking a job position in the addiction field, focusing primarily with adolescents and adults.

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## **Education**

### **University of Maine at Farmington**

*Major:* B.S. in Rehabilitation Services

*Specialization:* Therapeutic Recreation & Addiction

*GPA:* 3.5/4.0

*Expected graduation date:* May 2010

### **University of Maine at Orono**

*Major:* Undeclared

### **Jay High School Jay, Maine**

*Graduation date:* June 2006

Top 25% of class

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## **Honors/Awards**

Dirigo Girls' State	April 2005
D.A.R. Good Citizen Award	Fall 2005
Outstanding Senior Female Student Award	June 2006
Captain Varsity Field Hockey	Fall 2005
Captain Varsity Softball	Spring 2006
4.0 GPA Fall Semester of 2008	Fall 2008

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## **Employment**

### **Childcare Worker**

February 2008- Present

*Fitness Stylz, Livermore Falls, Maine*

- Monitor and observe the children's activities
- Organize activities, such as games and crafts
- Encourage children of good behavior, such as picking up books and toys

### **Substitute/Ed Tech**

February 2008- Present

*S.A.D. 9/Jay School Dept., Farmington/Jay, Maine*

- Enforce rules of good behavior to the students
- Administer class work and collect any assignments necessary
- Tutor or assist individually or in small groups

### **Chemical Tester (Summer Help)**

June 2006- August 2008

*Verso Paper Jay, Maine*

- Collected data and reported it in computer program
- Maintained and kept laboratory clean and sanitized
- Cleaned and hosed-up any spills throughout the shifts

**Waitress**

February 2005- June 2006

*Lakeshore Restaurant* Livermore, Maine

- Served food and beverages in a timely manner
- Assured guests were satisfied with meals and made corrections necessary
- Bussed tables and reset tables

**Languages**

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English, Beginners French

**Volunteer**

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D.A.R.E Program	Spring 2001/2002
Area Youth Sports- Coach	Winter 2002/2003
Fall Pick-up Day	October 2002-2005
Served monthly meals in halfway house	2003-2006
Big Brothers Big Sisters	2004-2006
Special Olympics	Spring 2005-2006
Delivered Thanksgiving/Christmas food baskets	Fall 2005-2006
Jay High School Tutor/Mentor	2005-2006
Good Shepard Food Bank	Spring 2006
Lunch Buddies	Spring 2008

**Extracurricular Activities**

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Field Hockey: 2002-06  
 Basketball: 2002-04  
 Softball: 2005-06  
 Student Council: 2003-06  
 Youth Group: 2002-06  
 Concession Stand/Ticket seller: 2004-06

**Interests**

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Shopping, hunting, fishing, snowmobiling, 4-wheeling, babysitting, family, relationships, traveling, people, talking, friends, education, knitting, cooking, and most of all living life to the fullest.

**Strengths/Abilities**

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- Excel in communicating effectively, personable, easy to talk to
- Exceptional organizational ability
- Attentive listener
- Able to develop specific goals, and accomplish work
- Caring and very empathetic
- Willing to always help a person
- Aware of other people's reactions and behaviors
- Effective at managing time

**Training**

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Rehab Awareness Day 2008 and 2009  
 Street Drugs and Current Trends 2008  
 Prevention Works for ME! 2<sup>nd</sup> Annual MAPSA Prevention Convention 2008

**Courses**

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See attached sheet

**References**

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Furnished upon request

## **Courses**

### University of Maine at Orono (Fall of 2006/ Spring 2007):

CMJ 103- Fundamentals of Communication  
ENG 131- The Nature of Story  
FYE 100- First-Year Experience Seminar  
MAT 111- College Algebra  
ENG 101- College Composition

### University of Maine at Farmington (Fall of 2007):

DAN 150A- Modern Dance and Composition  
POS 101S- Introduction to American Government  
PSY 101S- General Psychology  
REC 140- Introduction to Therapeutic Recreation

### University of Maine at Farmington (Spring of 2008):

REC 277- Topics in Recreation  
REH 110- Introduction to Disability Services  
REH 205- Group Process in Human Services  
BIO 210- Anatomy and Physiology (Off-Campus: UMA)

### University of Maine at Farmington (Fall of 2008):

REH 200- Counseling and the Helping Relationship  
REH 270- Vocational Counseling and Placement  
REH 320- Addiction Rehabilitation  
REC 210- Aquatics Therapy

### University of Maine at Farmington (Spring of 2009):

REH 230- Surviving/Thriving Human Services Profession (Winter term)  
REH 277- Topics in Rehabilitation  
REH 310- Casework  
REH 380- Seminar in Professional Practice  
REH 381- Grant writing