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| Stephanie Frakes | 422 W. Walnut St  Greentown, IN 46936  **(765)398-3039**  **Stephanie.frakes@yahoo.com** |
| EXPERIENCEDSI/Bona Vista, Kokomo — *School Based Career Coach and Employment Specialist*January 2022 - PRESENT I work with freshmen to seniors with various disabilities to help prepare them for life after high school. We fill out scholarship applications, complete internships, help them find jobs, help them get more information about school, and teach basic life skills needed to become more independent as well as self advocacy. I am in charge of my own schedule and work out of three different high schools with a very large student caseload. I also have to handle a lot of paperwork and get all of my work documents submitted on time via my laptop, as well as attend monthly meetings with my coworkers and supervisor. As an Employment Specialist I do a lot of similar things with clients 18 and up but my main goal is to help them get a job and be stable within that job. Girl Scouts, Laffayette — *Camp Counselor*MAY 2018 - JUNE 2018As a camp counselor I had to plan weekly camp activities, keep my group on schedule, and was in charge of helping with pick up and drop off. I also had some activities I was in charge of teaching from archery, knife safety, knots, navigation with a compass and various arts and crafts.Great Clips, Kokomo — *Stylist*MARCH 2017 - JANUARY 2018 I was a hair stylist here and had to greet customers while tending to their hair care needs. I also handled cash and cleaned the store at closing time. EDUCATIONIvy Tech, Kokomo — *Associate’s in Human Services*OCTOBER 2018 - MAY 2022Kokomo High School, Kokomo — *Core 40*AUGUST 2012 - JUNE 2016 I was in Girl Scouts, Key Club, marching band/color guard, choir, orchestra, and drama club. | SKILLS  * Workforce Development * Recruiting * Developmental Disabilities Experience * Training & Development * Tutoring * Works well with others * Scheduling  AWARDS **CPR/AED Certified-** Bona Vista requires employees who work directly with their clients to be CPR/AED certified.  **Trained on QPR-** Question, Persaud, Refer; which is a basic training on the statistics of suicide, conversation red flags, and what to do when someone is suicidal.  **Archery Certified-** I am trained through Girl Scouts to teach archery for Girl Scouts. |