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| DENAE LOUISE MANCHESTER | |
| CONTACT Phone icon (781) 801-0345   * dlphilli24@gmail.com   House outline 109 Stoney Creek CT, APT D  Easley, SC 29642 | ExperienceThe May Center School for Brain Injury and Related Disorders **Teacher’s Assistant** • September 2011 to February 2012   * Assisted students with brain injuries and autism in reaching health and education goals * Partnered with teachers and therapists to obtain recommended course of action for students   AmeriCorps: North Florida Health Corps  **Wellness Coordinator** • September 2010 to August 2011   * Educated over 100 program participants with intellectual/developmental disabilities on how to implement healthy lifestyle practices * Researched health trends and documented height, weight, and vital signs to monitor health changes   House of Possibilities  **Program Assistant** • April 2010 to February 2012   * Coordinated and supervised art, music, and exercise therapy for the Snack and Chat program for children and teens with autism spectrum disorders (ASD)   Boston University, School of Public Health and Health Sciences **Health and Disability Project Assistant** • June 2009 to September 2010   * Assisted with the development of HIV/AIDS capacity building for peer programs * Editor of the HIV/AIDS publication: “Capacity Building Toolkit-Building Blocks for Peer Program Success” * Provided technical assistance by creating financial strategies for children with special health care needs (CYSHCN) * Conducted a needs assessment of the HIV/AIDS “MassCare” program which offers resources for HIV/AIDS infected youth  University of Massachusetts Amherst **Disability Services Learning Specialist / Office Assistant** • January 2008 to May 2009   * Trained to work with university students with disabilities that struggle with organization and coursework skills * Answering phones, messaging, and scheduling appointments as office assistant   Desmond Tutu HIV Foundation, South Africa **Student Intern Project Manager** • September 2007 to November 2007   * Assistant project manager for international donations and volunteer recruitment for the Masiphumelele’s HIV/AIDS Youth Center * Completed administrative tasks for the HIV/AIDS clinic   U.S. Department of Health and Human Services, Washington DC  **Office on Disability Student Intern** • January 2007 to May 2007   * Project manager for the “Women with Disabilities, Strategy for Success: Health, Wellness, and Accessibility” * Analyzed constituent database form on Microsoft Access and reviewed constituent issues   Massachusetts Department of Public Health  **Division of Primary Care and Health Access Student Intern** • May 2006 to August 2008   * Participated in the RFR proposal process for “Community Based Services for Women of Reproductive Age and Adolescents” * Created demographic and informational aggregate data report of the Massachusetts Health Clinic’s services * Contributed to the Division’s first published newsletter |
| SKILLS  * Computer Skills – Microsoft Office, HTML, Adobe InDesign * CPR / First Aid Certified * Highly Self-motivated * Effective Communicator * Complex Problem Solving |
| EDUCATIONUniversity of Massachusetts **2010 •** Master of Public Health, Health Policy and Management  **2008** • Bachelor’s Degree, Public Health and Epidemiology, Minor: Psychology  University of Cape Town, South Africa **2007 •** Semester Study Abroad Program |
| Awards  * The Kathryn F. Furcolo Award for Outstanding Intern * The Washington Center for Internships and Seminars Public Service Scholarship * University of Amherst Community Scholars Award * University of Massachusetts Amherst Class of ’43 “Making a Difference” Scholarship |
| Volunteer  * University of Massachusetts Amherst Boltwood Project * North Florida Health Corps Newsletter Committee * Salvation Army Toy Shop, Jacksonville, FL * Feed the City, Jacksonville, FL * North Florida Health Corps Nutrition Coalition * University of Florida Center for Autism and Related Disabilities Girl’s Circle |