

Amy L. Mank

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EDUCATION

Fontbonne University, St. Louis, Mo

Bachelor of Arts in Psychology,

GPA 3.76/4.0

Dec 2008

Southwestern Illinois College, Belleville, IL

Associate of Arts in Psychology,

GPA 3.5/4.0

May 2006

PROFESSIONAL EXPERIENCE

Trekking Green LLC at trekkinggreen.com

Website/ Blog Owner

Jan 2015- Present

- Research, interview, photograph and write a blog about ecotourism and sustainable lifestyles

Amy Mank, Virtual Assistant

Virtual Assistant

Jan 2015- Present

- Transcribe
- Create spreadsheets
- Conduct research and write blog posts

Biomedical Research Institute of New Mexico, Albuquerque, NM

Clinical Research Coordinator

Aug 2013- Dec 2014

- Recruit patients for multiple research studies
- Submission and completion of IRB regulatory documents from study start to completion
- Track and maintain office supplies

Research Assistant III

Aug 2012-Aug 2013

- Manage multiple clinical trials at once.
- Maintain communication with representatives from major pharmaceutical companies such as Merck, Otsuka, and Hoffman-La Roche
- Coordinate patient care throughout the trial with various clinicians
- Internal Quality Assurance
- Neurocognitive Test Administration

Washington University School of Medicine, St. Louis, MO

Research Rater II/ Interim Project Coordinator

Sep 2011-Jul 2012

- Interim Manager of 7 employees and assisted in training new team members
- Responsible for payment accounting and distributing approximately \$7,000 cash for subject payments per month
- Updated research documents such as interview questions, training manuals, and study procedures
- Prepared an annual IRB report and completed the yearly grant renewal
- Ensured human studies compliance

Research Rater I

Jun 2009-Sep 2011

- Assisted in the development of all study protocols and procedures
- Conducted semi-structured psychiatric interviews that assess substance abuse history, mental health issues, along with home environment, and family history
- Collaborated with drug and alcohol treatment counselors to recruit case participants for psychological research
- Recruited community participants over the phone for participation
- Conducted quality control and peer edits for the study to ensure interrater reliability

PROFESSIONAL EXPERIENCE CONT.

Undergraduate Research Assistant

Jan 2008–Jun 2009

Dr. Rebecca Foushée, Fontbonne University, St. Louis, MO

- Assisted with historical research project using multiple document sources including Smithsonian Institution archival material, ISDP society archives, and a variety of internet search engines
- Helped prepare conference presentation for the 41st annual meeting of the International Society for Developmental Psychobiology

Undergraduate Research Assistant

Aug 2007–Dec. 2008

Psychology Research Lab, Fontbonne University, St. Louis, MO

- Scheduled psychology research participants and coordinated participant pool for 15 ongoing undergraduate and faculty research studies
- Entered, coded, analyzed, and interpreted data using SPSS
- Administered a variety of tests and measures to research participants
- Presented research findings to university audience in the University-wide Psychology Research Symposium

Independent Research Project: Senior Thesis

Aug 2007–May 2008

Psychology Research Lab, Fontbonne University, St. Louis, MO

- Designed, researched, and conducted original experiment examining the relationship between perceived attractiveness and likeability in women
- Presented research findings to university audience in the University-wide Psychology Research Symposium

***Judevine Center for Autism*, St. Louis, MO**

Individual Support Assistant

Jan 2007–Jun 2009

- Teach consumers life tools and communication skills
- Handle filing of confidential paperwork
- Introduce clients to new concepts and ideas, modeling the necessary coping and interaction strategies

***Fontbonne University Department of Behavioral Sciences*, St. Louis, MO**

Work Study Student

Aug 2007–Dec 2008

- Performed necessary administrative functions for department including 3 full time and 7 part time faculty
- Administrative Assistant for the Psychology Laboratory
- Assisted in preparing research and teaching materials for upcoming classes and research projects

***Oce Business Services*, O'Fallon, MO**

Mail Center Manager/Assistant Manager

Aug 2005–Jan 2007

- Handled daily mail operations, such as sorting, processing, delivery, customer service
- Gained leadership skills through training and direction of new employees
- Named Employee of the Month on three separate occasions
- Maintained multiple Excel databases

Copy Center Clerk

Feb 2005–Aug 2005

Senior Mail Clerk

Aug 2004–Feb 2005

- Cross-trained in administrative duties

Mail Clerk

Jan 2003–Aug 2004

- Managed, arranged, and delivered SBC executive proposals within limited timeframes Sep 2001–Aug 2002
- Handled logistical systems for new and existing customers for multiple Southwestern Bell Corporation and Verizon Wireless locations

***JC Penney's*, Fairview Heights, IL**

Customer Service Representative

Sep 2002–Jan 2003

- Performed stocking and inventory of items sold
- Assisted customers with purchases by providing advice and product descriptions
- Provided checkout services in an expedient manner, including service on holidays
- Set up marketing aids and advertisements for sales and seasonal merchandise

SOCIETY MEMBERSHIPS

- The International Ecotourism Society Mar 2014- Present
- Psi Chi Jun 2008- Present
- International Society for Developmental Psychobiology Jun 2008-Jun 2009

CERTIFICATIONS

- Phlebotomy trained by Washington University Center for Clinical Studies Aug 2009
- CPR and First Aid Certification Jul 2007

CONFERENCE PRESENTATIONS

Shoemaker, W., Foushée, R., Laughlin, N., & Mank, A. (November, 2008). *ISDP at forty (+1) years: Where have we been, where are we going?* Paper presented at the 41st Annual Meeting of the International Society for Developmental Psychobiology, Washington, DC.

MANUSCRIPTS/PUBLICATIONS

Mank, A. (2008). The effect of attractiveness on the perception of likeability.
Unpublished Senior Research Thesis, Fontbonne University, St. Louis MO

RESEARCH STUDIES:

- A Double-Blind, Placebo-controlled Trial of Asenapine in the Prevention of Recurrence of a Mood Episode After Stabilization of an Acute Manic/Mixed Episode in subjects with Bipolar 1 Disorder (Phase 3B, Protocol P06384)
- Phase III, Multi-center, Randomized, 12-week, Double Blind, Parallel-group, Placebo-Controlled Study to Evaluate the Efficacy and Safety of RO4917838 in Patients with Sub-Optimally Controlled Symptoms of Schizophrenia Treated with Antipsychotics Followed by a 40-week Double-Blind, Parallel-group, Placebo-Controlled Treatment Period (Protocol NN25307 D)
- Genetics of Functional Disability in Schizophrenia & Bipolar Disorder (VA CIRB #09-17)
- Million Veteran Program (VA CIRB #10-02)
- VA Augmentation and Switching Treatments for improving Depression Outcomes (VAST-D) (CSP #576) (VA CIRB #11-05)
- Novel Therapeutics in PTSD: A Randomized Clinical Trial of Mifepristone (CCTA #0004) (UNM IRB #12-199)
- Veterans Individual Placement and Support Towards Advancing Recovery (VIP-STAR) (CSP #589) (UNM IRB #13-433)
- Effects of Depression and PTSD on Glycemic Control in Type 2 Diabetes and Metabolic Syndrome: A Data Analytic Approach (UNM IRB #14-231)