

Debbie Brainard, B.S., G.C.D.F.
Curriculum Vitae

BUSINESS ADDRESS

HOSTETLER FONTAINE & ASSOCIATES
26211 Central Park Boulevard, Suite 501
Southfield, Michigan 48076
248.354.3540/ Fax 248.354.9621

EMPLOYMENT

10/16/95 -
Present

HOSTETLER FONTAINE & ASSOCIATES
Vocational Rehabilitation Specialist

Duties include extensive labor market surveys for vocational rehabilitation firm. Assisting clients in return to work efforts. Conducting job development conferences and initial vocational assessments. Development of resumes, job analyses and vocational rehabilitation plans. Responsible for contact with claims adjustors to provide status update of clients. Tracking of client appointments and status of return to work releases.

May 1992 -
10/13/95

HOSTETLER FONTAINE & ASSOCIATES
Office Manager

Responsible for management of clerical staff (typists), transcription (by use of dictaphone) of vocational and medical management reports for staff of 15 as well as various other types of documents. Duties included bookkeeping including the monitoring of delinquent accounts. Responsible for monthly reports required by the State and statistical quarterly reports for major accounts. Maintenance of office supplies, receptionist and filing duties also included. Processing of reports for president of firm as well as non-local staff members.

Nov. 1990 -
March, 1992

CENTER FOR WORK ENHANCEMENT
Administrative Assistant

Employed by privately-owned occupational rehabilitation facility as Administrative Assistant to Director. Job entailed medical transcription utilizing a word processor. Duties also included maintaining client records, scheduling appointments (client and staff members), obtaining insurance approvals, posting and verifying charges, typing of correspondence, and numerous other office functions. Communication with case managers was also an integral part of this position.

EDUCATION

2000

CENTRAL MICHIGAN UNIVERSITY
Bachelor of Science - Public Administration/Community Development

1975

CENTRAL MICHIGAN UNIVERSITY
Associates Degree - Secretarial Science

CERTIFICATION

1998

Career Development Facilitator
Certificate # 00002