



MADELINE LAKE

(936) 443-3875 | madie@madielake.com | [Linkedin.com/m-lake](https://www.linkedin.com/in/m-lake)

Organized and mission-driven professional with experience in case management, administrative support, and client services. Skilled in documentation, communication, and logistical coordination within nonprofit and public sector settings. Committed to delivering efficient, adaptable support in dynamic, service-oriented environments.

SKILLS

- Case Management
- Documentation
- Advocacy
- Crisis Response
- Program Coordination
- Conflict Resolution
- Systems Navigation
- Trauma-Informed Practice
- Staff Supervision

EDUCATION

Bachelor of Arts in Political Science | *Texas Lutheran University, 2024*

Concentration in Public Administration & Policy, Minor in Communication Studies

- Graduated magna cum laude (3.86/4.0)
- 2024 David and Anna (Teggeman) Stock TLU Student of the Year

WORK EXPERIENCE

Case Manager | *Divinity Family Services* | Kerrville, TX (Remote) | July 2025 - Present

- Provide family-centered case management and advocacy for children and caregivers, ensuring individualized services promote safety, stability, and well-being
- Conduct comprehensive child and family assessments and develop service plans using strengths-based, trauma-informed, and developmentally appropriate approaches
- Coordinate with foster families, conservators, educators, healthcare providers, and legal professionals to reduce barriers to care and support holistic family systems
- Participate in treatment planning, permanency planning, ARD meetings, and judicial reviews while maintaining ethical practice and regulatory compliance

Area Coordinator | *Texas Lutheran University* | Seguin, TX (Live-on) | December 2024 - July 2025

- Supervised and mentored 12 Resident Assistants, fostering a supportive and inclusive residential community serving 300+ students
- Responded to medical emergencies, mental health crises, and critical incidents using trauma-informed, de-escalation, and conflict resolution strategies
- Developed and facilitated training, wellness, and support programs that promote student development, engagement, and community care
- Managed residential operations and coordinated documentation to support timely interventions and informed decision-making

MADELINE LAKE

(936) 443-3875 | madie@madielake.com | [Linkedin.com/m-lake](https://www.linkedin.com/in/m-lake)

WORK EXPERIENCE CONTINUED

Family Care Specialist | *Trulight127 Ministries* | Marion, TX (In-Person) | April 2024 - November 2024

- Managed a caseload of 15–20 foster children and families through home visits, crisis response, advocacy, and ongoing support
- Collaborated with CPS, foster parents, attorneys, and service providers to develop and implement Individual Service Plans across multiple levels of care
- Supported family stability, permanency planning, and adoption readiness through consistent communication and thorough, trauma-informed documentation
- Participated in a rotating on-call schedule, responding to emergency placements and caregiver support needs

Senior Resident Assistant | *Texas Lutheran University* | Seguin, TX (Live-on) | August 2021 - May 2024
Promoted from Resident Assistant to Senior Resident Assistant in May 2022.

- Provided frontline support through relationship-building, crisis response, and resource referral
- Supervised and mentored 11 Resident Assistants and served as a liaison between student staff and professional staff to strengthen care and communication

Texas State Organizing Director | *March For Our Lives* | Texas (Remote) | February 2020 - June 2021

- Led statewide youth organizing efforts focused on violence prevention, civic engagement, and community-based advocacy
- Recruited, trained, and mentored student leaders and partnered with nonprofits and policymakers to amplify youth voices and promote public safety initiatives

CERTIFICATIONS

- Lifeguarding (Including Deep Water) with CPR/AED for Professional Rescuers and First Aid
American Red Cross | Iss. 05/2025 - Exp. 05/2027
- National Adoption Competency Training Initiative – Child Welfare Curriculum
Texas Center for Child and Family Studies | Iss. 07/2025
- Child and Adolescent Needs and Strengths (CANS) 3.0
PRAED Foundation | Iss. 07/2025 – Exp. 07/2026
- Trust-Based Relational Intervention (TBRI)
Divinity Family Services | Iss. 09/2025 – Exp. 09/2026

PROFESSIONAL AFFILIATIONS & COMMUNITY ENGAGEMENT

- Community Advisory Board Member, *Houston Hospital Violence Intervention Program* – *UTHealth School of Public Health* (2024 - 2025)
- Commissioner, *City of Houston Mayor's Commission Against Gun Violence* (2019 - 2024)
- Lifetime Member, *Alpha Chi Honor Society* (Inducted October 2022)
- Lifetime Member, *Pi Sigma Alpha Political Science Honor Society* (Inducted April 2024)