

## SUMMARY OF RELEVANT QUALIFICATIONS & SKILLS

**Language:** Speaking, reading, and writing in Native Spanish. Translation, Verbal and Written

**Child Care/Education:** Private Childcare provider, Outpatient Children's Center Intern, Professional Academic Tutor, Homeschooler and stay-at-home Mom, Lead Teacher at Learning Co-op, Lead & Assistant Teaching, Conscious and Connective Parenting, Homeschooler of three, Birthing support and home-birthing experience

**Computer:** Website Creation and Maintenance, Digital/Social Marketing, Ad creation and SEO. Microsoft Office, Word, Excel, PowerPoint, Quick-Books, Adobe, Digital Illustration, Google Products, Digital Communications. Video Editing, Teleprompter, Audio Editing

**Administrative:** Excellent, clerical, marketing, bookkeeping, payroll, customer service. Strong organizational skills, database maintenance, data entry, taking minutes, and transcription. Outstanding leadership, supervisorial, personnel management, communication, interpersonal skills within diverse and dynamic environments.

### EDUCATION

|   |                        |
|---|------------------------|
| Indiana University<br><b>Bachelor of Arts in Psychology (Child Development Concentration)</b> | South Bend, IN<br>2005 |
| Indiana University<br><b>Associate of Arts in Spanish</b>                                     | South Bend, IN<br>2005 |
| Indiana University<br><b>Associate of Arts in French</b>                                      | South Bend, IN<br>2005 |
| Notre Dame University-Army ROTC<br><b>Military Science Minor, Lieutenant qualifications</b>   | South Bend, IN<br>2005 |
| Army National Guard<br><b>Enlisted Soldier, Light Wheel Light Infantry Mechanics</b>          | Pasco, WA<br>1999-2005 |

### RELEVANT PROFESSIONAL TRAINING

|  |             |
|--|-------------|
| Patch Hawai'i Courses<br><b>Safe Sleep in Child Care, Effective Stress Management, Traumatic Brain Injuries, Working with Children Who Have ADD/ADHD, Intro to Family Child Care</b> | Online 2021 |
| <b>Patch Hawai'i Registry</b>  | Online 2019 |
| State of Oregon<br><b>Food Handler's Certification</b>   | 2017        |
| State of Oregon Center for Career Development in Childhood Care and Education<br><b>Intro to Child Care Health and Safety<br/>Recognizing and Reporting Child Abuse and Neglect</b>  | 2017        |
| Oregon Department of Education-Early Learning Division<br><b>Enrollment in Central Background Registry</b>   | 2017        |
| <b>American Red Cross</b><br>First Aid/CPR/AED Certification and Instructor Course (needs renewed)   | 2017        |

### RELEVANT PROFESSIONAL EMPLOYMENT EXPERIENCE

#### **Homeschooler & SAHMom of Three, since 2009**

Teaching and caring for elementary and preschool-aged children; some with special needs

#### **Assistant and Lead Teacher, Singing Creek Educational Center, Summer 2017**

Teaching Curriculum and Activities to elementary-aged children in an academic, living history summer camp

#### **Lead Teacher in Spanish as an Experience for Learning Co-op**

Teaching Spanish through structured curriculum, experiential activities and integrating child psychology

#### **Matrix Energetics® Cert. Practitioner. 2012 -Present**

Consciousness Tech. based in Quantum Physics, Energy Medicine/Spiritual Therapies

#### **Elementary Day Treatment, Madison Center for Children, 2005, Paid Internship**

provided care and activities to children at-risk

#### **Tutor, Learning Center, Indiana University,**

**Jan. – May 2005**

Tutoring young adults in Psychology, French, and Spanish for the University

#### **Self-employed, Private English Tutor, Aug. 2003-July 2005**

English- 2nd & 6th grades, Korean Students

#### **Tutor, Jackson Middle School, South Bend, IN**

**Jan. - May 2004**

Mentored and tutored at-risk youth in Arithmetic and Reading Comprehension.