

Modern Name

Life is about balance. Every experience is an opportunity for growth.

Address
phone
modernname@gmail.com

WORK EXPERIENCE

Modern Name **Life Coaching**, Eureka, CA — *Life Coach, Speaker & Trainer, and Newborn Care Specialist*

August 2017 - PRESENT

Developing business in Coaching, Speaking, and Leadership Training. Focus on individual goals and strategies to achieve positive results, in small business, home and families.

Northcoast Preparatory Academy

2017-present

Substitute for middle school after school care program, high school track and field coach

The Grind Cafe, Eureka, CA — *Barista*

March 2018 - March 2019

Timely, exceptional customer service, and exceptional cafe cleanliness.

Black Lightning Motorcycle Cafe, Eureka, CA — *Baker/Barista*

June 2016 - February 2018

Increased bakery sales, expanded bakery menu, and increased advertising of daily specials through social media while tracking ordering, invoices, budgeting, payroll, and scheduling.

Redwood Creek Summer Camp, Eureka, CA — *Camp Cook*

July 2014 & July 2015

Successfully planned, budgeted, and executed a balanced meal plan for 100 participants ages 7-adult through two successive weeks of camp.

SKILLS

Professional Confidentiality

Time Management to Meet Deadlines

Microsoft Office Suite

Marketing

Fundraising

Networking

Adaptability through Creative Problem Solving

Effective Communication

Customer Service

Professional Phone skills

Arrangement of Travel

Scheduling

Accounts Payable/Receivable

Database Management

Conflict Resolution

Strong Work Ethic

Compassionate Relationship Development

Respect for Diversity

Prepare letters, newsletters, and reports

Bulk Mailing

Cooking For Wellness, Eureka, CA — Dinner Show Coordinator

February 2014 - March 2015

During my employment our sales team doubled and we were recognized for being the 3rd top dealership in sales for the region. My duties included goals tracking, ongoing sales training, and management of schedules for all sales representatives, as well as coordinating events for lead procurement, newsletters, file management, advertisement development, follow-up and customer service.

VOLUNTEER EXPERIENCE

Society of Creative Anachronism

2000-present

Experience in administration, accounting, event planning (expense reports, volunteer organization and event execution), regional safety officer, insurance forms, and martial arts safety awareness, as well as teaching for a worldwide non-profit organization focusing on historical education. Currently serving as the head of the Humboldt branch.

Northcoast Preparatory Academy

2014-present

Parent volunteer teaching music, production assistance with theater arts programs, and event planning; as well as volunteer coordinating, and organization. Currently Secretary for the Parent Counsel.

Homeschooling Mother of Four

September 2006 - June 2018

Successfully educated four children through primary school, preparing them for formal education with Northcoast Preparatory and Performing Arts Academy giving my children a well balanced education with a healthy appreciation for the arts and music.

EDUCATION

John Maxwell Team, Florida — Certified Life Coach, Speaker & Trainer

August 2017

Life Coaching, Speaking and Teaching Skills for leadership development and partnering. Certification in The International Youth Initiative and numerous curriculums centered around building leaders of any age.

AWARDS

Longtime Service Recognition Award

Jacksonville Junior Academy for over 10 years of service in Bell Choir as Director and Volunteer Teacher.

Member of the Order of the Pelican Society of Creative Anachronism for many years of observed volunteer leadership training and service.