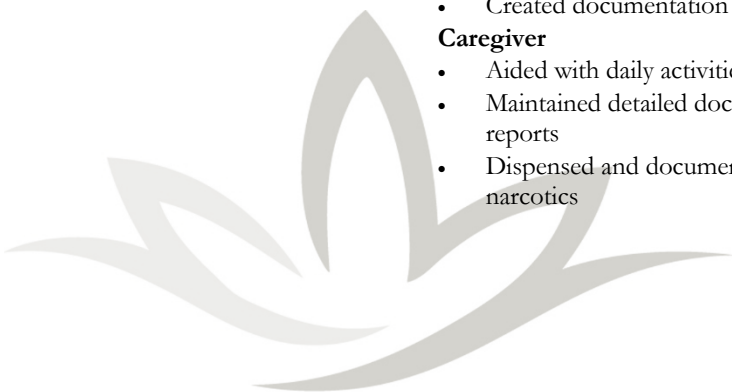


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Selected Professional Experience

- | | |
|---|--|
| <p>IOP Skill Co-leader, Portland DBT Institute, <i>Portland, OR</i></p> <p>Chief Editor, Northern American Nordic Society</p> <ul style="list-style-type: none"> • Met all deadlines while working independently to create multiple creative digital works • Maintained all NDA • Generate the design for a 12+ page monthly newsletter, including gathering the content and finalizing the product • Manage Current Website upkeep, while developing a new site • Develop designed for future merchandise • Managed social media page • Created Ads to educational packets • Outreach out to Community members to create connection • Provided 2 live recorded educational content monthly • Facilitated 2 live group discussion monthly | <p><i>Present</i></p> <p><i>2022-present</i></p> |
| <p>Skills Coach, Jackson Services</p> <ul style="list-style-type: none"> • Provided Skill training for youth with mental and behavioral health challenges • Managed and scheduled a case load of 30 youth • Educated Adults and youth on how to use DBT skills for regulating emotions • Facilitated a course using DBT skills I created tailored to youth's care providers needs to better support youth • Collaborated with team to problem solve ways to better treat challenged youth • Created lesson plans to teach skills through interactive play, appropriate for each individualize youth ranging from kindergarten to 25 | <p><i>2021-2022</i></p> |
| <p>CSR, First Call Resolution – Perm Closed</p> <ul style="list-style-type: none"> • Provided consistent Customer Service • Quick to learn and apply new skills and Feedback • Strong interest in learning and improving personal and others' skills • Assisted team by providing leadership support | <p><i>2017-2019</i></p> |
| <p>Support Staff, Ontrack</p> <ul style="list-style-type: none"> • Provided consistent bed checks • Updating MAR and preformed medication documentation including narcotics • Prepared meals, and cleaned facility • Created documentation to assist in workflow | <p><i>2018-2019</i></p> |
| <p>Caregiver</p> <ul style="list-style-type: none"> • Aided with daily activities individually, and for 60 clients • Maintained detailed documentation medical records, and incident reports • Dispensed and documented all client's individual medication including narcotics | <p><i>2010-2018</i></p> |



- Prepared meals, worked on skill development
- Served as educational advocate for developmentally delayed child

Volunteer, Winterspring, V.I.R., Community Works

2014-2016

- Assisted with Clerical support
- Updated detailed documentation of client's notes
- Outreach to our local community members
- Generated fundraising strategies
- Coordinated volunteers, and events
- Assisted clients with problem solving
- Provided clients with resources
- Co-Facilitate Youth Grief Group

