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| **Professional Experience** |

**Success Coach at InsideTrack, Inc.**

**7/2009-8/2012.** Coached a roster of college students to be successful professionals; networked and maintained relationships with client colleges; led team development meetings; and trained new coaches. Attention to detail and professionalism imperative.

**Online Instructor & Project Coordinator at Blue Mountain Community College**

**11/2008-6/2009.** Part-time. Independently created and implemented a standardized curriculum, to prepare adults for completion of GED. Designed and maintained course website, communicated with other online instructors, college administrators, and students.

**Researcher at National Oceanic & Atmospheric Administration**

**10/2008-6/2009.** Conducted biological field surveys; documented and entered data with strict attention to detail and accuracy. Assisted with data analysis.

**Biological Aide at Oregon Department of Fish and Wildlife**

**3/2007-10/2008.** Member of a team that conducted biological field surveys; documented and entered data with strict attention to detail and accuracy. Operated technical equipment.

**Bar Manager, Bartender &Server at Gotham Tavern**

**1/2006-3/2007.** Front line for customer service, served food & drinks, opened & closed, handled the till, trained new servers and maintained schedules, managed purchase orders and inventory for the bar.

**Technical Writing Tutor & Copy Editor at Prescott College**

**1/2001-5/2005.** Worked independently, one on one, with undergraduate and graduate students; provided proofreading, editing, and technical writing assistance to college age peers, and for scientific publications for peers and professors.

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| **Education** |

**Bachelor of Arts in English & Environmental Studies at Prescott College**

**1/2001-5/2005**. Prescott, Arizona