




# ELENA CUSSLER

## CONTACT

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## PROFILE

Dedicated young professional with a drive to learn. Versatile skill set includes experience with program development, fundraising, marketing, design, and education. Strong written and oral communication abilities.

## EDUCATION

### BA in Classics

University of Puget Sound  
2010-2014

### High School Diploma

McCall Donnelly High School  
2006-2010

## SKILLS

### PERSONAL

Organization  
Communication  
Problem solving  
Attention to detail  
Quick learning

### TECHNICAL

Microsoft Office Suite



Adobe

(Reader, InDesign, Photoshop)



Google Apps



iOS/Apple



Windows OS



## EXPERIENCE

### PROGRAM DIRECTOR

#### Parkinson Association of the Rockies | March 2018 - May 2021

- Served as the Program Coordinator for two years before being promoted to Director. Responsibilities included organizing all educational content, establishing and maintaining all exercise classes, and serving as liaison to all support groups throughout Colorado
- Planned and oversaw use of 74% of annual budget
- Increased programming each year by 5-7% while streamlining planning and marketing processes
- Worked closely with other departments to develop and edit marketing materials with accurate information and a professional appearance

### SECONDARY ENGLISH TEACHER AND TEACHER TRAINER

#### Peace Corps Indonesia | March 2015 - June 2017

- Co-taught over 1000 students during my two year service
- Responsibilities included collaborating with fellow teachers, implementing daily engagement practices, and cultivating a safe learning environment
- Organized and co-facilitated an annual boys and girls leadership camp for 50-60 students focused on building knowledge around leadership, teamwork, health, diversity, and environment
- Helped local turtle sanctuary successfully apply for Peace Corps Partnership Program grant and implement grant requirements

### LATIN SPECIALIST

#### Mountain Life School | August 2014 - March 2015

- Taught Latin at a private elementary school to students aged 7-11
- Was responsible for setting curriculum, coordinating with other teachers, and promoting language development for different comprehension levels