

HEIDI MAILAHN

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WORK EXPERIENCE

01/2020 - **HealthSource Solutions**

PRESENT Wellness Specialist

- Curated, designed and executed virtual wellness programs for employees to enhance their well-being
- Organized and instructed group fitness classes and meditations in person and over a virtual platform
- Researched and wrote wellness articles for employee newsletter

11/2018 - **Profile by Sanford**

01/2020 Health Coach

- Met one-on-one with members to help reach nutrition, activity, and lifestyle goals
- Guided and educated members on nutrition and activity through a wellness program
- Managed social media marketing
- Worked with a team to provide members with exceptional customer service

12/2013 - **Iowa Air National Guard**

10/2020 Administrative Assistant SSgt

- Created documents such as correspondence, drafts, memos and emails along with managerial office duties
- Use of Air Force systems to process orders, travel, awards and decorations to fellow airmen
- Managed the Unit's history program via bi-annual report

07/2018 - **Optum | Robert Half**

10/2018 Provider Query Project Coordinator

- Contacted provider offices
- Obtained fax numbers to send paperwork for medical clarification on patient charts

02/2017 - **WesleyLife**

05/2018 Home Health Care Aid

- Assisted seniors with daily life care such as personal care, home care, appointments, and companionship

EDUCATION

11/2021 -
PRESENT

University of Minnesota Coding Bootcamp

Full Stack coding bootcamp certificate with Trilogy Education Services

08/2014 -
05/2018

Iowa State University

Bachelor of Science in Kinesiology and Health
Emphasis in Exercise Science

SKILLS

- HTML
- CSS
- JavaScript
- Responsive Web Design
- Git
- AJAX
- jQuery