

## **Summary of Qualifications:**

- Eight years experience as a successful K-8 educator
- Proficient with customer service management software
- Honest, hardworking, and dependable
- Excellent communication skills
- Multiple living & studying abroad opportunities
- Fluent in English; proficient in Spanish
- Ability to work with people of different aptitudes, skills, and backgrounds
- Commitment to leadership and community building programs

## **Licenses:**

Minnesota Teachers License: K-6 Elementary Education and K-8 Spanish (File #421420)  
Registered Yoga Teacher: 200 & 500 Hour Certified Yoga Therapist, (IAYT)

## **Education:**

**Minnesota State University**, Moorhead, MN, 2004

- Bachelor of Science in Elementary Education, Concentration in Spanish Education

**Universidad EAFIT**, Medellin, Colombia, 2016

- B2 certification from the Common European Framework for Reference

## **Professional Teaching Experience:**

### **Kindergarten Teacher**

St. Peter School, Delano, MN 2012- 2014

Breck School, Minneapolis, MN 2007-2011

## **Work Experience:**

**Internal Communications Coordinator, Learning & Development Specialist**, The Marsh, Minnetonka, MN 2018- current

- Ensures the employees of The Marsh are kept informed and trained regarding marketing priorities, promotions, customer service initiatives and procedures involving operating systems and operations.
- Works collaboratively with the Business Manager to establish standards and procedures for Guest Services and Membership (including the use of MindBody Online); develop internal educational and training materials.
- Using a variety of appropriate training modalities, training new and current staff on systems and procedures.
- Works with the Business Director and Department Heads, to establish and execute an internal communications strategy for management communications, marketing promotions, and operational procedures.
- Supports the Marketing Department on the execution of promotions using both in-house marketing materials as well as website, mail, and social media tools.

**Creative Director, Communications Director** Devanadi Yoga School, Minneapolis, MN 2018- current

- Works with team to support the mission and initiatives of the school
- Develop, build, and maintain online presence via WordPress, MBO, Constant Contact, and social media

**Member Service Representative**, The Marsh, Minnetonka, MN 2017-current

- Customer directed position, conducting tours, and fielding questions to new and current members
- Processes memberships, assists with monthly billing
- Works collaboratively with co-workers across the building
- Identify retention opportunities; analyze system reports and create and coordinate outreach projects to increase member utilization and retention

**Yoga Teacher, Spirit of the Lake Yoga**, Excelsior, MN, 2012-2015, 2017

- Specialized in teaching Restorative Yoga and Yoga Nidra
- Supported the mission of the studio and provided a safe and welcoming setting for clients
- Used social media to promote classes and events

**Health Education Coordinator, The Marsh, Minnetonka, MN 2015**

- Managed daily schedules of over ten employees
- Point of contact for all health education programs
- Interacted daily with patrons and members of the staff
- Detailed and organized to effectively and proficiently handle the fast paced environment

**Director of Communication, Studio Co-Manager, Spirit of the Lake Yoga, Excelsior, MN 2014- 2015**

- Coordinated, implemented and maintained the online presence via website WordPress, Constant Contact, and MBO.
- Worked collaboratively with co-workers to produce quality offerings for students
- Involved in all aspects of classes, programs, trainings, and workshops
- Developed and distributed all marketing materials, both in-house print and digital
- Shared daily on social media sites
- Created a welcoming environment for students to feel comfortable

**MoveEd, Minnesota 2013-2014**

- Co-founder and co-creator of MoveEd
- Move Ed was created as a resource to partner with and empower educators, professionals, parents and children to become physically active, mentally stable and emotionally balanced through use of yoga tools and the YogaEd program.

**Hallau Shoots Craft Services, Founder, 2013- 2018**

- Responsible for all food and beverages for cast, crew, and clients on set
- Works with a variety of production companies in Minneapolis

**Lifeguard & Water Safety Instructor, 1996- 2010**

- Head lifeguard, Pool Coordinator and Lesson Supervisor
- Taught and supervised swimming lessons for children and adults
- Conducted staff meetings, provided a safe facility for public patrons to visit, organized swim lessons & administered staff performance reviews

**Volunteering Experience:**

**Minnesota Literacy Council, 2011 to 2015**

Lyndale Neighborhood Association, 2011-2013

Minnetonka Community Education, 2014-2015

- Worked collaboratively with a co-teacher to present, guide, and teach English to adult English Language Learners

**Sojourners, 2014 to 2015**

- Offered yoga classes for those who suffer from Post Traumatic Stress Disorder

**Germanic American Institute, 2008 to 2015**

- Sorted through donated materials to deem what was to be used in the library
- Checked materials in and out & contacted members with outstanding items
- Catalogued materials, including DVD's, CD's, Early Readers, travel guides, magazines, newspapers, fiction and non-fiction books

**Additional Skills:**

- Certified in Lifeguarding for the Professional Rescuer, CPR, First Aid, and Water Safety Instructor
- Experienced with the Macintosh and PC operating systems, programs include: Word, Power Point, Dreamweaver, Excel, iPhoto and Adobe Acrobat, Resort Suites, MindBodyOnline, Office
- Efficient and total user of Weebly, WordPress, Constant Contact
- Worked with Smartboards, LCD projectors, and visualizers

