

MARGUERITE C MILLS

612.499.4898 ▪ millsm278@gmail.com ▪ margueritemills.com

GLOBAL & TECHNICAL SKILLS

Skills

- Project and operations management
- Sales, marketing, community outreach, and account management
- Adaptive & flexible. Devising solutions to issues on macro and micro level.
- Research; data collection, coding, and analysis (SPSS, Excel, Fathom)
- Interpersonal, verbal, and written communication
- Commitment to diversity, equity, and inclusivity of individuals and ideas.

Programming

- HTML
- CSS/SASS
- JavaScript
- JQuery
- C++
- Ruby

EDUCATION

University of Minnesota Twin Cities, Minneapolis

Developmental & Child Psychology (2012)
Child Psychology Student Organization

B.Sc.

Benilde-St. Margaret's Academy, Minneapolis
(2007)

Diploma

EXPERIENCE

DIRECTOR

Cognitive Ventures LLC/LearningRx. 2017 - 2018

Executes all program sales. Consults with individuals and families seeking services (client-centered product recommendation, and projected outcomes). Cultivates and sustains quality client relationships through consistent, meaningful communication. Implements community outreach. Promotes brand awareness and recognition resulting in valuable connections and increased referrals. Orchestrates and delivers informational presentations for physicians, clinicians, and industry professionals. Develops and integrates new technology to streamline processes, increase efficiency, and improve client experience. Continuously evaluates existing programs via analysis of quantitative result measures and qualitative success indicators to support optimal outcomes and ongoing development of program protocols. Collaborated with the University of Minnesota on empirical research measuring cognitive training efficacy and with Awear Technologies on research and development of innovative EEG Neurofeedback technology. Efficiently oversees operations. Manages logistics of servicing 50-60 concurrent clients and 30 instructors, supervisors, and administrative staff members across multiple facilities. Manages talent acquisition and staff training. Oversees supervisory staff in managing program execution and instructor performance, directly manages administrative staff, and conducts all staff evaluations. Organizes and trains high-performing teams through dynamic staff development and productive internal communication. Uses neuropsych background and expertise to provide informed insight into cognitive challenges and delivery of evidence-based training interventions. Adapts interventions to the unique needs of each individual (experience working with TBI, ASD, ADHD, NCDs, EBD, Dementia). Administers and interprets CHC based intelligence batteries.

TRAINING SUPERVISOR/LEAD TRAINER/CERTIFIED COGNITIVE TRAINER

Cognitive Ventures LLC/LearningRx. 2013 - 2016

Directs implementation of one-on-one interventions with individuals and oversees staff in supervisory capacities. Produces high-quality work, resulting in promotion to leadership roles.

RESEARCH ASSISTANT

University of Minnesota - Developmental Social Cognitive Neuroscience Lab. 2012 - 2013.

Conducts experiments, records observations, and collects experimental data. Uses exceptional verbal skills to recruit participants and administer research tasks. Collaborates with graduate students and professors on original research and meta-analysis. Co-Author of "Bottom-up and Top-down Dynamics in Young Children's Executive Function: Effects of Labeling on the Dimensional Change Card Sort" (Child Development; 2013 & SRCD Biennial Meeting).