

QUALIFICATIONS, KNOWLEDGE & SKILLS

- Adaptive, fast learner, strong multi-tasking, organization, and attention to detail
- Excellent interpersonal, verbal, and written communication skills
- Independently motivated/creative problem solver, but able to quickly implement direction and effectively collaborate
- Effective and organized project manager with extensive experience
- Proficient with MS Office, Google Document Platforms, Adobe Acrobat
- Experienced with front and back-end developer languages including: HTML, CSS, SASS, JavaScript, C++, Ruby
- Experience directing and coordinating many individuals working on multiple diverse tasks
- Extensive experience effectively working with individuals of diverse backgrounds with a fierce commitment to equity and inclusivity
- Execution and oversight of HR activities (finding/identifying/hiring talent, termination, reviews, dispute resolution, payroll, background checks, etc.)
- Extensive experience conducting research (particularly psychology and market based)
- Experience with varied methods of data collection, entry, coding, and analysis (SPSS, Excel, etc.)
- Certified Administer and evaluator of the Woodcock-Johnson Tests of Cognitive Abilities, experienced EEG operator, and CITI certified researcher
- Demonstrated success in customer sales, account management, and marketing

PROFESSIONAL EXPERIENCE

Cognitive Ventures/LearningRx

Director (Multi-site)

Community Outreach Director/Assistant Director

Training Supervisor

Cognitive Skills Trainer

Chanhassen, St. Louis Park & Shoreview, MN

March 2017 – January 2018

September 2016 – March 2017

June 2014 – September 2016

November 2013 – June 2014

- Upheld excellent standards and produced high-quality work, resulting in regular promotion to leadership roles.
- Used neuropsychology background and expertise to inform program direction and delivery of evidence-based training interventions.
- Supported client satisfaction and referral based marketing through careful attention to client experience and outcomes, development of new products, and continuous evaluation of existing products via quantitative result measures and qualitative success indicators.
- Implemented outreach strategies which effectively developed valuable community connections resulting in increased recognition and referrals.
- Responsible for all program sales (at multiple locations) with success rate 15% above average.
- Conducted consultation meetings with individuals seeking services, and ensured successful enrolment through cogent product explanation, insightful demonstration of client need, and personal connection client connection.
- Cultivated and sustained quality relationships with prospective and existing clients through consistent meaningful communication.
- Orchestrated and delivered informational presentations for physicians, clinicians, and professionals in the field.
- Assessed fitness for employment, trained prospective staff, oversaw performance conducted staff evaluations, and resolved internal conflicts.
- Managed and trained high-performing teams through effective staff development strategies and efficient internal communication.
- Effectively managed logistics and program execution of 50-60 clients and 30 training/administrative staff members across multiple facilities.
- Implemented new technology tools to streamline processes, increase efficiency, and improve client engagement.
- Collaborated with the University of Minnesota on empirical research into cognitive training results and efficacy.
- Administered intelligence batteries and provided (non-diagnostic) interpretation and explanation of results.
- Adapted programs to the unique needs of each individual (experience working with TBI, ASD, ADHD, EBD, Dementia, etc.).
- Demonstrated commitment to excellence through the pursuit of advanced instruction and continual development of skills and expertise.

University of Minnesota Institute of Child Developmental, Social Cognitive Neuroscience Lab Minneapolis, MN

Research Assistant

June 2012 – March 2013

- Responsible for conducting experiments, recording observations, and collecting experimental data.
- Used exceptional verbal skills to recruit participants and administer research tasks.
- Collaborated 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).

EDUCATION

University of Minnesota Twin Cities, 2012

Bachelor of Science, Child Psychology

Child Psychology Student Organization (CPSO)

Benilde-St. Margaret's Academy, 2007

High School Diploma