#### **Functional Format**

P.O Box 1164 Northampton, MA 01061-1164 413-586-2388/ 800-683-WORD E-mail Address

#### **SUMMARY:**

- Consultant offering site-specific group and individual training to enhance workplace productivity and office functionality
- Skilled in wide range of modalities and techniques, emphasizing self-esteem through physical, mental, emotional repatterning
- Diverse experience in administration, supervision, program development and management, sales and marketing

### **SKILL AREAS:**

# Training/Facilitation:

Workshops, classes, and individual lessons targeted to each client's needs. Holistic, systems-oriented approach. Topics include but are not limited to:

- Employee motivation and cooperation
- "Win-win" conflict resolution and other communication-oriented problem-solving strategies
- Personal empowerment, creativity, and self-esteem building
- Stress management/wellness education
- Peak performance and productivity
- Therapeutic movement and fitness

# Counseling/Teaching:

- Group and individual communication
- Dance/movement and other expressive therapies (certified Kripalu DanKinetics instructor)
- Psychosynthesis, Gestalt, Neuroassociative Conditioning, vocational training, and other modalities
- Experience with variety of mainstream and special needs populations, including business, new immigrants, mental health clients, children and adolescents

#### **Management:**

- Business concept development and coordination from initial idea through test marketing, site selection and design, production, retail and wholesales sales, and follow-up
- Full personnel, financial, and operations responsibilities
- Management experience in retail and human service settings

#### **EDUCATION:**

- M.S. in Management, Cambridge College, Northampton, MA (date)
- B.A in Social Work, minor in psychology, University of Wisconsin (date)

## **WORK HISTORY:**

### Consultant /Trainer, freelance (dates)

• Clients include Baystate Medical Center, Greenfield YMCA

#### Manager, A New Leaf, Holyoke, MA (dates)

- Created a new retail program: developed made-from-scratch product line; located and coordinated renovation of storefront, etc.; successfully marketed bulk-ordered handcrafted items by creating new distribution channel
- Instituted team building strategy resulting in 30% decrease in absenteeism and tardiness

## Service Coordinator, Mount Tom Institute, Holyoke, MA (dates)

• Promoted three times from original hire as direct-care provider

### Community Health Educator/Counselor, CHOICE, Philadelphia, PA (dates)

Dance-Movement Therapist, Northeast Community Center for Mental Health, Philadelphia, PA (dates)