

Experience

The Children's Center – Administrative Assistant.

February 2018 - Present

Process billing and insurance payments. Data entry in Red Planet software and Microsoft Office programs. Assist in creating and filing of medical records and clinical notes. Assist development team in 3 annual fundraisers. Work as front desk receptionist, helping clients over phone and in person when full time receptionist is unavailable.

The Children's Center - Therapeutic Preschool Specialist

August 2017 – January 2018

Supervised group of 9 children in daily activities such as art, circle activities, snack, lunch, play time, gross motor play, and stories. Lesson plan for each day. Worked with co-specialist and therapist to create individualized plan for each child.

South Mountain Community Church – Volunteer Teacher

February 2016 – November 2020

Work with 10-25 middle school students at least once a week to lead in religious worship and “small group”.

Canyon View Arts Center – Dance Teacher

2015-Present

Substitute dance teacher in ballet, pointe, tap, and modern dance. Lesson plan and choreograph for each discipline. Ages of students varies from 5-15

Service

South Mountain Community Church 2015-2020

Worked with SMCC and The Rescue Mission in Salt Lake City to serve and feed the homeless.

The Children's Center 2016-2017

Volunteer weekly in a classroom of 6-9 EBD students ages 4-6.

Education

2021 Bachelor of Science in International Studies

University of Utah