#### **EMPLOYMENT EXPERIENCE**

### Freelance Yoga Instructor

**2017 – Present** 

Offering private individual and group yoga in the Kansas City metro area

## NKCYOGA, North Kansas City:

2017 - 2020

- Taught weekly Gentle, All Levels, and Community/Family Yoga classes
- o Taught eight-week Teen Yoga series
- o Taught monthly "Happy Hour Yoga & Craft" events
- o Substituted as needed for Ashtanga/Power Vinyasa Yoga, Basics & Beyond, & Deep Yoga classes
- Kids Logic Academic Learning Center, Kansas City: Taught weekly Kids Yoga class for preschool-age children
- InBliss Yoga, Riverside: Co-taught monthly Kids Yoga for ages three to ten

## Freelance Producer/Adjunct Instructor, University of Missouri-Kansas City

Assist with various aspects of music video, radio, and short film production

2002 - Present

- Taught Pro Tools workshops on audio editing and mixing for radio and film production courses
   2012 2017
- Provided instruction on writing and voicing scripts for radio promos, shows, and voiceovers
- Assisted students with sound recording, mixing, and post-production workflows between video and sound editing systems

# Freelance Accounting, BB63/Film Row, LLC

2013 - 2017

- Managed accounts payable and receivable for commercial real estate developer
- Created invoices, statements, and financial reports and tracked payments and deposits
- Managed commercial loan payments and partner draws
- Generated and disseminated commercial tenant invoices
- Maintained electronic and paper filing systems
- Communicated with vendors, customers, employees, and partners

#### Assistant Producer/Technical Editor, New Letters on the Air

2009 - 2012

- Engineered, produced, and edited interviews for nationally distributed public radio literary program
- Wrote promo and show scripts and shaped shows, from raw recordings through paper and digital edits
- Maintained website, social media, and podcast
- Uploaded content to National Public Radio's Content Depot and the Public Radio Exchange
- Transcribed, timed, and proofread interviews
- Researched and booked guests, analyzed and compiled research for producer/host
- Corresponded with publishers and authors and ordered and received books
- Created and distributed recordings for guests, audio archives, and customers
- Voiced narration of produced promos and shows as needed
- Assisted with management of grant-funded archival process and award submissions
- Developed and maintained organizational templates and instructions for interns and other staff
- Represented radio program and literary magazine at public interviews and readings

#### Event Coordinator & Administrator, Film Row, LLC

2006 - 2009

- Managed a variety of office activities, events, and accounts for a multi-property, multi-faceted business comprised of
  movie theatre and event facilities, commercial real estate, construction, and renovation
- Created various financial reports and managed accounts payable and receivable for theatres, event facilities, construction projects, and commercial tenants
- Managed maintenance requests, paid company taxes, and renewed licenses and permits
- Coordinated private, public and corporate events
- Developed and tracked contracts, invoices, and statements

 Corresponded and met with customers to inform them of company rates and services and give tours of theatres and event facilities

## Head Start & Youth Program Assistant, Administration for Children & Families

2000 - 2005

- Supported and worked with the regional Office of Community Operations to evaluate, monitor, fund, and administer Early Head Start, Head Start, and Runaway and Homeless Youth Program grants in a four-state region
- Planned, coordinated and helped lead federal on-site monitoring reviews, and maintained electronic tracking systems to ensure accurate, effective and timely oversight
- Analyzed and edited regional monitoring reports and letters to ensure accuracy and clarity of citations
- Conducted budget analyses and technical reviews, and developed written evaluations of federal grant applications

#### **EDUCATION**

The Four Desires: Yoga of Fulfillment,  Para Yoga, Kansas City, Missouri 2020		2020
Yin Yoga,	KC Yoga Kula, Kansas City, Missouri	2020
Ashtanga Tech and Practice, Yoga Humanities, & Profess	ional Essentials, Maya Yoga, Kansas City, Missouri	2019
Sequencing, Restorative, Yoga Nidra, Ayurvedic Basics,	Purna/Yoga School of Therapeutics, Overland Park, KS	2019
Intro to Trauma for Yoga Teachers Training,	Yoga Patch/Yoga Buzz, Kansas City, Missouri	2018
Props for Props,	Yoga Liberty, Liberty, Missouri	2017
200-Hour Hatha Yoga Teacher Training, Bluebird Yoga, St. Charles, Missouri & Southtown Yoga, St. Louis, Missouri 2017		
Master of Arts in Liberal Studies, emphasis in Media Studi	es, University of Missouri-Kansas City 2	2010
Post-baccalaureate Certification in Film Studies,	University of Missouri-Kansas City	2003
Bachelor of Arts in English, with related field in Business,	University of Missouri-Columbia	2000
Oak Park High School, Valedictorian	Kansas City, Missouri	1994

#### **PROFESSIONAL EXPERIENCE & AREAS OF INTEREST**

Yoga InstructionVocal PerformanceWomen's IssuesMedia ProductionLiteratureEnvironmental JusticeAccounting & AdministrationArts & EntertainmentAnimal WelfareGrant ManagementSocial JusticeEducation

I am passionate about yoga, art, animal welfare, social and environmental justice, and access to education. I completed my 200-hour Hatha Yoga Teacher Training at Southtown Yoga in St. Louis, MO, and Bluebird Yoga in St. Charles, MO, and have been working in the greater Kansas City area as an insured, registered yoga teacher since Spring 2017. Currently I am completing training for yoga for K-12 Teachers and pursuing an additional 200-hour Yoga Hour© certification. I have continuing education in Ashtanga, Yin, & Restorative Yoga, as well as Yoga Nidra, Meditation, and Ayurveda. I discovered yoga as a college student, after a car accident left me with chronic pain. Yoga has helped me manage and even reverse some of the painful effects of my injuries. My practice has not only helped my body heal, but also promotes overall wellbeing. I am fascinated by all that yoga has to offer and consider myself a lifelong learner.

## **PROFESSIONAL REFERENCES**

- Henna Fuller, NKCYOGA: 861.591.3642 Cara Myers, Vespera Films: 816.721.6697
- Butch Rigby, Film Row, LLC: 816.210.1001 Angela Elam, New Letters on the Air: 816.235.1159