

Nakia DeMiero

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Objective

Seeking a position where I can utilize my extensive experience in transforming individuals' lives within a culture of belonging to design and implement effective learning strategies that maximize student success. I am passionate about promoting education and supporting diverse groups while strongly committing to cultural sensitivity, inclusivity, and equity within these communities.

Skills

- Highly organized and able to multi-task effectively.
- Outstanding verbal and written communication skills.
- Hard-working, detail-oriented, and dependable.
- Accomplished in administration and accounting.
- Recruiting, hiring, and training new staff.
- Records/File Management.
- Research and Development.
- Budget tracking.
- Accounts Receivable/Payable and Taxes.
- Knowledge of Native American Culture.

Experience

SEPTEMBER 2016 – PRESENT

Traditional Plant & Medicine Specialist / Squaxin Island Tribe Northwest Indian Treatment Center, Elma

Develop goals and objectives for the plant program for the annual report, organize and manage a calendar of planned activities to achieve outcomes within the projected budget, and establish timelines. Develop a schedule to ensure the garden program is appropriately staffed, and coordinate with other department supervisors when using on-call staff interdepartmentally. Develop an annual budget to support the plant program and record expenditures. Develop and maintain a written inventory of medicines, products, and tools. Order and harvest medicines from the wild to ensure sufficient inventory throughout the year. Develop curricula for native plant classes in relationship to DBT Skills for NWITC. Develop curricula for external or multi-tribal/organizational presentations. Present classes to patients in an engaging manner while managing appropriate behavior. Provide supervision to ensure the organization of the Native cultural speakers, the contract is properly monitored, patients are prepared, the speaker is welcomed and introduced appropriately, and the schedule is accurate and coordinated with the Clinical Supervisor. Provide supervision; establish daily and seasonal goals; assign activities to garden technicians, interns, and other staff assigned. Develop a curriculum and teaching materials to educate the garden intern, track progress, and report to the director. Interact with garden technicians and interns to build a cooperative team and enhance morale. Communicate respectfully and professionally, modeling an effective, responsible style for patients. Provide coaching and feedback to garden technicians and interns and document interaction. Implement corrective training with input from the director as appropriate. Provide timely, complete annual performance evaluations. Planned and supervised patient field trips in coordination with the Clinical Supervisor; organized seasonal and holiday events for patients. Teach patients how to maintain the gardens. Educate patients on how to incorporate Native plants and foods into their diet and the effect of Native Foods on the body systems and organs, as well as the cultural use of plants. Teach patients how to harvest and prepare medicines from medicinal plants, including salves, teas, and other herbal medicines. Prepare safe and supportive herbal teas and medicines for patients through the traditional pharmacy and maintain an adequate supply for patient needs. Garden clean-up such as weeding, clearing property, brush removal, pest control, planting seeds, performing general repairs, and spreading compost; also, grounds maintenance. Harvest and post-harvest handling and distribution for row crops, herbs, berries, medicinal plants, vegetables, and orchards; maintain a record of planting/harvest dates and resulting harvest. Maintain safe, functional, and clean garden storage spaces.

JANUARY 2010 – DECEMBER 2010

Accounts Receivable Specialist / South Hill Collision, Puyallup

Update receivables and resolve collection issues with insurance companies. Resolve valid or authorized deductions by entering adjusting entries. Process final estimates with insurance companies for payment. Customer check-in and deliveries. Collection of deductibles and daily bank deposits. Processing payroll and payment of payroll taxes.

MARCH 2006 – SEPTEMBER 2009

Accounting Manager / Collision Specialties, Seattle

Responsible for all accounting activities in 3 locations. Recruiting, hiring, and training of Receptionists at all locations. Accounts Receivable, Accounts Payable, Payroll, Payroll Taxes, Quarterly Taxes. Monthly reports to franchise management. Record keeping of employee benefit plans. Acquiring new partnerships with various insurance companies, adjusters, customers, and other sources. Assist Body Shop Manager with activities of employees performing body repairs, including meeting time schedules, and productivity levels, and maintaining quality standards for customer satisfaction. Assists owner with personal financial needs and schedule.

SEPTEMBER 2005 – MARCH 2006

Network Support / Olympic College, Bremerton

Provide support for all Information Technology products and services at all campuses. Answering phones, troubleshooting problems, instructing students and staff regarding software or hardware functionality, and communicating policy. Determines the most effective manner to resolve customers' technical issues. Engage in research and in-depth troubleshooting to resolve technical issues. Verify suggested solutions effectively resolve the users' problems through verbal or email follow-up. Help Desk-related projects as assigned by supervisor.

Education

SEPTEMBER 2022 – DECEMBER 2022

Master of Arts, Health & Wellness Coach

Maryland University of Integrated Health

SEPTEMBER 2019 – JUNE 10, 2022

Bachelor of Arts, Indigenous Humanities

The Evergreen State College, Native Pathways Program

MAY 26, 2022

Certified Peer Counselor

State of Washington Health Care Authority

OCTOBER 2018 – JUNE 2019

The Healing Roots Apprenticeship

By Elise Krohn, M.Ed.

Over 130 hours of intensive training on body systems and plants.

JANUARY 2018 – SEPTEMBER 2019

Herbalist Apprenticeship with Joyce Netishen, Master Herbalist

Fire Rose Farm in McCleary, Washington

MARCH 2006

Network Support Technician, Certificate of Proficiency

Technical Support, Certificate of Proficiency

Olympic College, Bremerton

3.8 GPA, Dean's List 3 consecutive quarters in a row.

Workshops & Seminars & Online Courses

OCTOBER 2021 – DECEMBER 2021

BWI Learning Center

LEADERSHIP DEVELOPMENT COURSES – Over 24 hours

Simple Steps to an Extraordinary Career & Life - Turning Managers into Leaders - How to Coach Your Employees, Peers & Supervisor - Conversational Charisma: mastering Communication & Relationships - Why Failure Should Be an Option - How to Create & Sustain a Strong Service Culture - How to Increase Employee Productivity 300% - How to Eliminate Office Politics & Drama - How to Deepen the Leadership Pool - Exceeding Customer Expectations - Embracing Excellence - Self-Management: Increasing Efficiency & Productivity - Reduce Stress & Increase Productivity - Working From Home: Staying Motivated & Productive - Harassment Prevention for Leaders - Harassment Prevention for Team Members - Active Shooter & Violent Intruder Response - Title 31: Compliance & Reporting for Leaders - Title 31: Compliance & Reporting for Team Members - 57 minutes

FEBRUARY 25, 2021

Excelling as a Manager or Supervisor

Skill Path

AUGUST 2020 – NOVEMBER 2020

Intensive Plant DBT Therapy Course, 65 hours

Elise Krohn & Ofi Tovia

OCTOBER 2018 – DECEMBER 2019

DBT Training Programs 31 hours

Behavioral Tech

DBT Skills Training-The Essentials, DBT with Marsha Linehan, DBT Chain Analysis

JUNE 2017

Nature's Remedies

Cedar Mountain Herb School

Bothell, Washington

AUGUST 15, 2017 – AUGUST 17, 2017

2017 American Indian & Alaska Native National Behavioral Health Conference in Tulsa, Oklahoma

Host of the seminar for Northwest Indian Treatment Center's Traditional Food and Medicine Program.

DECEMBER 4, 2017

Evergreen Tree Medicine, By Elise Krohn

Harmony Hill Retreat in Union, WA

FEBRUARY 21, 2018

Exceeding Customer Expectations

Brad Worthley International

Other Certifications

MARCH 2021 – MARCH 2023

Certified CPR/AED/First Aid

National CPR Foundation

JANUARY 2019

Certified Recovery Coach

CCAR Academy

FEBRUARY 24, 2017

ASIST Applied Suicide Intervention Skills Training

Living Works

DECEMBER 13, 2017

Certified Mental Health First Aid

National Council for Behavioral Health

References

Available upon request.

References

Kelly Knittle

SUD Professional
Nisqually Indian Tribe
(360) 349-7316

Carmen Hoover

Professor
The Evergreen State College
Olympic College
(360) 918-3544

Elise Krohn

Wild Foods & Medicines Program Director
GRuB, Garden-Raised Bounty
(360) 485-3848