

**ADMINISTRATIVE, TRAINING, AND EMPLOYEE DEVELOPMENT EXPERIENCE**

***Buck's NW Pacific Beach Shop  
Manager***

***August 2022 – Current  
Pacific Beach, WA 98571***

- Run shop day to day operations
- Track and order inventory
- Coordinate events with local businesses
- Locate up and coming Native Artists for the shop
- Promote and Market shop and local artists
- Digital Marketing
- Interact with customers from all over the world

***Red Cedar Surf  
Sales Associate***

***November 2022 – Current  
Pacific Beach, WA 98571***

- Customer Service: greet customers, assist customers
- Receive inventory: receive shipments, input into system, stock store
- Collaborate with manager and shop owners on marketing materials
- Make suggestions on how things can run more efficiently

***The Pampered Chef  
Director, Independent Consultant***

***April 2020 – Current  
Franklin Park, IL 60131***

- Support and lead 36 consultants through Zoom, Facebook, personal meetings
- Create and distribute content for teams to use via Canva, Videos, Demonstrations
- Offer a virtual party experience for hosts and customers
- Track and monitor sales numbers monthly; for personal sales and team sales
- Create social media content for the teams; TicTok, Instagram, Facebook
- Support the National Executive Director and whole organization by creating new content and graphics for 2000+ consultants

***Signature HomeStyles  
Senior Director, Independent Representative***

***May 2015 – April 2019  
Franklin Park, IL 60131***

- Work closely with the home office to create and implement new representative training; Create and implement virtual Facebook events
- Support 100+ representatives through Zoom, live Facebook events, in person training
- Create content to support personal representatives
- Create content to train and support all the representatives in the company; over 6,000 consultants
- Work closely with clients and customers to give them the highest quality shopping experience
- Help create and test new ordering system for the field
- Manage personal team and support 6 leaders and their teams

***G2 Global Solutions  
Family Assistance Center Specialist, PA National Guard***

***June 2013 – April 2015  
State Family Program Office  
Gainesville, FL***

- Serves as Family Assistance Center (FAC) Specialist for the National Guard in Lebanon County, Pennsylvania

- Responsible for providing information, referral, outreach, and support services to geographically dispersed Service Members and families from all branches of the service regardless of duty status. Information and referral included crisis intervention, legal, financial, TRICARE, ID Cards/ Defense Enrollment Eligibility Reporting System (DEERS), and community outreach resources
- Routinely prepares and presents Microsoft PowerPoint deployment information presentations for Service Members, unit commanders, family members, and survivors
- Demonstrates proficiency in the creation and use of Word, Excel, and PowerPoint documents. Makes recommendations for program improvement, manages large amount of sensitive personal information, and provides communication (orally and written) to disseminate information to Service Members, family members, unit commanders, local organizations, survivors, and leadership throughout the organization
- Manages program database that consists of more than 3,500 personnel deployment records in accordance with privacy act and military personal information security requirements
- Provides guidance to 42 military commanders on matters related to the areas of military personnel, human resources, military well-being programs, Family programs, and deployment support cycle requirements
- Coordinates with JAG to ensure deploying military personal family care plans were in place and correct
- Coordinates financial assistance from military, governmental and civilian organizations as needed to assist Service Members, family members and survivors experiencing financial hardships
- Maintains current knowledge of research and policy/legislative changes impacting Service Members, family members, and survivors

***Cognitive Professional Service Corporation***

***Military Personnel Service Corporation***

***Child and Youth Program Coordinator, PA National Guard***

***April 2012-May 2013***

***September 2010- 2012***

***State Family Program Office***

***Fort Indiantown Gap, PA***

- Served as the Assistant State Youth Coordinator for the Pennsylvania National Guard. Provided program coordination for all deployed service members and their families
- Understands the principles, policies, program goals and methodology of Child and Youth Program, the Family Program, and Deployment Cycle Support
- Started and implemented PA National Guard USO United Through Reading Program
- Provided assistance to Soldiers and families preparing for and coping with all aspects of military life
- Responsible for the training and coordination of Child and Youth Services for deployed personnel and their families during the three phases of the deployment cycle
- Performed duties as Liaison with other agencies to provide services to Youth and Children
- Worked closely with various groups including Family Assistance and Family Readiness personnel to assess and evaluate the needs of the deployed personnel and their families
- Established communications links between children & youth and their deployed family members
- Developed and gathered age-appropriate materials for distribution to child and youth members; assisted in gathering and distributing childcare information to educators
- Performed duties as representative at conferences and meetings regarding youth deployment issues
- Provided assistance to Army and Air Force Program Coordinators

***EDUCATION AND TRAINING***

- Native ACTION Network Advocacy Bootcamp – April 2023
- Bachelors of Science in Business Administration – Management: Sullivan University. Graduated Cum Laude – October 2008
- Resilience Trainer Assistant – September 2012

**PAULA RAE SASTICUM LA FLAME**

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- Army Family Team Building – March 1990 – 1994
- Family Readiness Support – March 1998 – 2001
- Native ACTION Network Advocacy Bootcamp – April 2023

***JOB SKILLS***

- Extensive knowledge in the use of technology in the performance of duties i.e.: MS Office Suite, communication tools, and various office equipment (computers, printers, fax machines, copiers)
- Strong organizational skills, excellent oral and writing communication with problem solving skills
- Detail oriented and customer focused
- Accustomed to multi-tasking and responding to short suspense times
- Sound judgment and office management skills
- Proficient in Canva, Project Broadcast, Zoom

***OTHER WORK EXCPERIENCE***

- Squaxin Island Natural Resource Department, data tech/admin assistant 2000 – 2004
- Celebrating Home, Leader 2008 – 2015
- Home Interiors – 1998 – 2008

***PROFESSIONAL ACHIEVEMENTS***

- Volunteer Award - New Highland Elementary, KY (1998, 1999, 2000, 2001)
- Youth Volunteer Award - Hohenfels, Germany (1994, 1995, 1996)
- Volunteer Award - D Company 1-4 Infantry Regiment, Hohenfels, Germany (1995)

***PROFESSIONAL REFERENCES AVAILABLE UPON REQUES***