

## **Summary**

Enthusiastic, human centric, business administration professional with exceptional leadership, and communication skills. Strengths include, relationship building, senior level decision making, proactive problem solving, helping others set and achieve goals, budgeting and report analysis. Skilled at maintaining a positive, compassionate focus in fast paced, changing, environments.

## **Experience**

### **Foothills Compassionate Care**

**Grass Valley, CA**

#### **Executive Director**

**06/24 -present**

- Oversee all aspects of the organization
- Develop and support management team through goal setting, mentorship, and ongoing training.
- Create and maintain documents, systems and policies that comply with state and federal requirements.
- Work with the Board of Directors to ensure agency is run in compliance with by-laws, federal and state regulations, and is overall successful in our mission

#### **Director of HR & Retail Operations**

**07/20 -present**

- Oversee all aspects of Human Resources and Hospice retail operations to include two thrift stores
- Hire, develop and support staff and management through goal setting, mentorship, and ongoing training
- Work with the Board of Directors and Executive Director to ensure compliance with state and local laws
- Attract and retain employees through working toward a culture of inclusivity, equity and support
- Developed and implemented a plan to consolidate Thrift Store operations in order to create a more sustainable and cost effective way to produce revenue

### **Grass Valley Brewing Company**

**Grass Valley, CA**

#### **Owner**

**02/17 -present**

- Lead business planning while working with a brewery consultant
- Manage backend business functions including budgeting and HR
- Consult on all other aspects of the business as needed

### **California College of Ayurveda**

**Nevada City, CA**

#### **School Director**

**10/15 - 07/20**

- Manage all business operations including school functions, human resources, budgeting, financial decisions, marketing, clinic operations, and herbal pharmacy
- Hire and develop administrative, educational and healthcare staff through personalized goal setting, mentorship, and ongoing support
- Develop community relationships via partnerships and outreach
- Create and maintain documents, systems and policies that comply with state and federal requirements. To include managing a successful unannounced state audit from the Bureau of Private Postsecondary Education
- Submitted various programs to the state for approval
- Worked with senior leaders to continue to increase student and patient population
- Lobbied to create an Ayurvedic Institutional Accrediting body

**Admissions Director/HR Manager****5/14-10/15**

- Recruit, hire, manage and develop all school and healthcare center staff
- Manage all Admissions and HR functions
- Review trend data to look for strengths as well as opportunities for growth
- Responsible for local and online student and patient population growth
- Increased admissions to the school by over 90 percent in the first two years

**Kaplan College****Sacramento, CA****Director of Admissions – Allied Health****10/12 - 5/14**

- Recruit, hire, manage and develop admissions, administrative and front office staff. Including promotions as well as progressive discipline when needed
- Work with Executive Director to plan and develop campus budgets and marketing plans as well as to forecast each month to the corporate office
- Review trend data to look for strengths as well as opportunities for growth
- Manage day to day business operations of department, scheduling, team meetings, marketing budgets and department P & L

**The University of Phoenix****Sacramento, CA****Enrollment Manager****6/07 - 9/12**

- Recruit, hire, manage and develop two teams of healthcare enrollment advisors to create and obtain goals
- Review trend data, databases, and calls to look for strengths as well as opportunities for coaching
- Manage day to day business operations, scheduling, team meetings

**Education****B.A. English****B.A. Anthropology***California State University, Chico –1998 (double major)***Master in Business Administration (MBA)***University of Phoenix – 2010***Volunteer work****SAFE Kids Nevada County****Grass Valley, CA****Vice President****6/03-1/15**

- Maintain the chapter and identify community needs through relationship building and partnerships with Nevada County, Sierra Nevada Children's Services, Sierra County, The Town of Truckee
- Seek out and attend community events that allow us to educate our community
- Recruit and manage volunteers
- Seek funding through grants and partnerships

**Bell Hill School Dual-Immersion Parent Committee, Grass Valley Elks Lodge, Lion's Club and Kiwanis fair booth, Grass Valley Downtown Association****Current Trainings and Workshops****Nevada County Community Leadership Institute graduate 2021/2022****National Hospice and Palliative Care Conference 2023, 2024****Endwell Conference 2023****National Ayurvedic Medical Association Conferences, 2016, 2017, 2019****California Craft Beer Summit - 2019****Bureau for Private Postsecondary Education – regulatory seminars 2009, 2017, 2019**