

- Personal care - ensure bills are paid; make sure trustees, friends and family are aware of any significant health changes; give holistic healing for peace of mind and pain management; coordinate visitors for hospice, 'Ohana, respite care, and others
- Monitoring - keep track of daily food and fluid intake, times for bowel movements, track pain medications, write notes for nurses or doctors
- Companionship - play music and videos from younger era, talk story, arrange video and telephone calls, available 24/7

#### Wellness/Holistic Health

- Webmaster - developed, monitored, and did troubleshooting for a holistic health corporate website
- Developed and implemented course content; collected payments; marketed courses; created/maintained website; educated and referred clients
- Professional certifications in Yoga, Reiki, Tuning Forks, and other holistic health modalities
- Instructed beginner and intermediate Yoga classes
- Committed to continuing research and training in holistic health modalities

#### Distance Learning Leadership

- Web developer for ongoing online academic courses
- Edited and updated online course content using Adobe Dreamweaver
- Capable of adapting to various settings and learning/researching different subjects to facilitate distance education courses
- Developed 9 curricular online courses for Schools in Education, Nursing, Health, Physical Education, and Recreation
- Self-taught in the ability to use Adobe Dreamweaver, WordPress, and a university online learning platform for online courses

#### Communication/Collaboration

- Detail-oriented in editing and writing manuscripts for publication and grant approval
- Coded research interviews, and recruited and interviewed study participants with a research team
- Developed partnership with the University of Florida to teach online to professionals and staff members
- Served as a liaison leader and committee member in an academic organization in an advisory capacity to the school Dean
- Networked, emailed, returned calls, and researched and consulted in holistic health
- Advised, monitored, mentored, and evaluated university students

#### Supervisory

- Advertised and promoted activities on television, in bulletins, in newsletters, through the internet, and door-to-door
- Managed studio, organized website, created marketing material, relocated the studio
- Coordinated programs for children, adults, and advanced teacher-interns
- Recruited, hired, terminated, trained, supervised, and evaluated departmental staff
- Approved time sheets, developed work schedules, and maintained personnel working files

#### Organization

- Prepared and implemented curriculum as a teacher or assistant for 30 university/college courses
- Self-motivated to work independently, efficiently, and professionally
- Lectured and presented at universities and other institutions
- Helped organize an international program at an academic institution for older women, health, and human rights