

# Amy Mallela Elliott

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## SUMMARY OF RELEVANT QUALIFICATIONS & SKILLS

**Language:** Speaking, reading, and writing in Spanish. Translation, Verbal and Written

**Computer:** Website Creation and Maintenance, Digital/Social Marketing, Ad creation and SEO. Microsoft Office, Word, Excel, PowerPoint, Quick-Books, Adobe, Digital Illustration, Google Products, Digital Communications. Video Editing, Teleprompter, Audio Editing

**Administrative:** Strong, clerical, marketing, transcription, bookkeeping, payroll, customer service skills. Experience in database maintenance, data entry, taking minutes, and transcription. Outstanding leadership, supervisory, personnel management, communication, interpersonal skills within diverse and dynamic environments.

**Organizational:** Demonstrated ability in the planning, coordinating, execution and supervision of events  
Decision-making, delegation, effective communication, Personnel management and organization

Able to follow as well as lead, Attention to Detail, Process Improvement, Time Management, Analysis and Assessment

Demonstrated ability to meet deadlines and in stream-lining processes Excellence in resourcefulness, ingenuity, and masterminding.

**Interpersonal:** Empathic, courteous, supportive and professional. Training in Team building, peer-counseling and mediation.

Experience in client counseling, consulting and personal planning. Excellent customer service for diverse populations.

Involvement in mentoring, tutoring and advising diverse and at-risk populations. Multi-cultural background that allows for keen ability to adapt to different environments. Extensive History of Community Service.

## EDUCATION

Indiana University <b>Bachelor of Arts in Psychology</b>	South Bend, IN 2005
Indiana University <b>Associate of Arts in Spanish</b>	South Bend, IN 2005
Indiana University <b>Associate of Arts in French</b>	South Bend, IN 2005
Notre Dame University-Army ROTC <b>Military Science Minor</b>	South Bend, IN 2005
Indiana University- LeaderShape Program Leadership Training	South Bend, IN 2003

## RELEVANT PROFESSIONAL TRAINING

Indiana University <b>Permanent Agriculture (Perma-culture) Certification</b>	Paoli/Bloomington, IN 2007
City of Bloomington: Organic Grower's Program <b>Master Gardener Course</b>	Bloomington, IN 2007
Indiana University <b>Wild Edibles Course</b>	Bloomington, IN 2007
LexisNexis Risk Solutions- Court Services <b>Public Legal Court Records Certification</b>	Eugene, OR 2018
Scribie <b>Certified Transcriptionist</b>	Eugene, OR 2020

\*Academic training and experience include courses on community organizing, citizen rights (specifically Latino), and social services.

## RELEVANT PROFESSIONAL EMPLOYMENT EXPERIENCE

- **Homeschooler & SAHMom of Three** **2009 – Present**  
It seems odd to add stay-at-home parenting to a resume, I know. I, however, make a case that the skills required to parent largely alone are incomparable. I have a spectrum of professional experiences and attest that the level of attention, management, communications, multitasking, endurance, interpersonal skills necessary to be at home raising children is at a professional level as well.
- **Singing Creek EDU Center, Asst. & Lead Teacher** **Jul-Aug 2018**  
Teaching historical curriculum to elementary-age children via immersion education.
- **Matrix Energetics® CP, Consciousness Tech. based in Empathy and Quantum Physics,** **2012 -2015**  
As an energy medicine practitioner, emotional support and spiritual advocate I assist other in their personal growth and transformation.
- **Lead Spanish Instructor at Learning Co-op, Experiential Teaching** **2014-2014**  
Teaching Spanish through structured curriculum, experiential activities and integrating child psychology
- **La Casa, Latino Cultural Center, Office Manager** **Aug. 2006 – 2009**  
As an Office Manager, I supported the functions and purpose of an Academic level Cultural Center by coordinating a wide range of Administrative duties, Payroll, IU Systems knowledge, Student Staff Supervisor, Event Planner and Coordinator, Travel Coordinator, Patron and

Staff relations, and an administrative point-person for sister IU cultural centers on campus. My duties included: clerical, bookkeeping, timesheets, marketing, event planning, and some translation services. General care of the center including upkeep and coordinating required building maintenance.

My daily office duties were scheduling, answering phones, taking messages, filing, sending and receiving correspondence, preparing presentation and marketing materials; both physical and online. This, in addition to greeting patrons, visitors and, sometimes, high profile guests. I was charged with monitoring and recording expenditures, student-staff management, payroll and timesheets processing financial transactions and reimbursements and administrative business-related tasks in support of campus programs and operations. Moreover, I created a Manual and SOP for the center to aid and assist any future center employee. and maintained strict levels of confidentiality. Supported diversity, equity and inclusion as well as promoting cross-cultural understanding for all of Indiana University and the Bloomington community.

➤ **Transition Resource Corporation (TRC) - Dept. of Labor Subsidiary**

**Jan. -Aug. 2006**

TRC is a Farmworker, Poverty Relief Outreach Program that aids seasonal and migrant farmworkers. As a Field Service Representative, I served as case manager in the following ways: I was the link between clients, community partners and the Agency in order to increase the access, utilization and retention of program services. As well as facilitate education and employment opportunities by informing the farmworker community about available Agency programs and other community resources. This was done in-person, by telephone or a bilingual group presentation format. Additionally, I promoted programs with employers and possible clients, conducted assessments and identified qualified participants, acted as a liaison between clients and Agency, helped clients schedule appointments and fill out paperwork and complete the enrollment process. Develops and conducts client trainings. Plans and participates in outreach activities. Partners with other resource agencies. Maintains records. May perform general office administrative work. Maintained confidentiality.

➤ **U.S. Army National Guard (ARNG)**

**May 1999 - May 2005**

Enlisted Soldier: Enlistees are trained in self-discipline, teamwork, combat skills, night training, hand-to-hand combat, weapons training, basic rifle marksmanship, physical fitness. Specifically, my MOS was 63B, (Light Infantry, Light-wheel Mechanics), in which I was trained to be responsible for supervising and performing unit maintenance and recovery operations on gasoline and diesel fueled light-wheel vehicles. During this time, I excelled in training and in my unit. For example, earning the rare perfect marksman score, perfect physical fitness scores and Army Achievement Medal for *outstanding achievement or meritorious service*.

Officer Training: Cadets are trained in basic soldiering skills and military acumen. Cadets are responsible for leading and training enlisted Soldiers, planning missions, and organizing the internal and external affairs of their units, (SMP program specifically). Training includes skills involving personnel management, resource allocation, and effective oral and written communication. Cadets also undergo an advanced 30-day session emphasizing leadership and management. Therefore, SMP cadets are entrusted with the welfare, morale and professional development of the Soldiers under their command. During this phase of my military career, I continued to excel. Being the first and only female of my class to be inducted in the Notre Dame ROTC Order of the Holy Cross for *outstanding achievement* in academics, military performance, extracurricular achievement, and physical fitness. Overall, a history of Proven excellence in leadership as both an enlisted and commissioned soldier.

➤ **Bankers Life and Casualty Company, Agent Mishawaka, IN**

**June - Oct. 2005**

Retirement Planning, sales and consulting, working with current and prospective clients in the comfort of their own homes to find solutions advanced solutions to their retirement incomes. I gathered information about four factors: retirement income, health expenses, retirement care and final expenses. We were trained to listen to customers and understand what's most important to them to provide guidance on solutions that meet their needs.

<b>VOLUNTEER EXPERIENCE</b>	
Cascadia Learning Cooperative	2015
Women's Groups' Facilitator	2014-2016
Wildlife Care Inc., Animal Caretaker	2007
America Votes, Latino Comm. Org. Trng., Co-led 6k March for Dream Act	2006
6th District Voter Registration Drive, Co-chair, South Bend, IN	2006
NAACP Member	2006
Communities United Participant	2005
Co-Organized GULU Walk, UGANDA CAN	2005
Death by Suicide: Healing and Surviving, Convention & Committee Volunteer	2005
WNIT Television, Internship	2005