

Kimberly N. Mikiel

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ATTRIBUTES:

U.S. Citizen

Seeking an Instructional Design or Multimedia Specialist Career

Spouse of 100% Disabled Army Veteran

SUMMARY:

Dedicated, experienced Multimedia Designer and Education Specialist with a degree in Graphic Design, and a passion for providing innovative, effective communication solutions.

Proven ability to combine different forms of digital and print media to clearly and creatively communicate a message, as well as develop, implement, and evaluate programs that meet the needs of a diverse audience. Ability to utilize and learn multiple cross-platform design products.

Expertise in instructional design, child development theory, communication, and client rapport building techniques. Committed to creating a supportive, on-brand environment that promotes growth and development.

Skills:

- Design and present marketing media in multiple formats, including digital and print graphics, photography, video, and web design
- Training program development and implementation
- Assess current plans to improve operations and efficiency, correct identified inefficiencies, and enhance programs and services
- Adult learning principles and methodologies, iInstructional design and delivery
- Assessment and evaluation
- Facilitation and presentation skills
- Support ongoing development and continuous improvement of students of all ages through assessment, observation, coaching, mentoring, collaborative learning, training and reflection

LANGUAGE SKILLS

English, Conversational Spanish

EDUCATION

Bachelors of Science Graphic Design Full Sail University, Winter Park, Florida	Completion Date: June 2014 GPA: 2.99
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CERTIFICATIONS

TESOL Online Issued by: VIPKID, Inc.	Completion Date: 2018 San Francisco, California
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WORK EXPERIENCE

Boys and Girls Club of Central Arizona <i>Director</i>	Prescott Valley, Arizona January 2024 - Present
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Oversee, manage and train a 19 person staff who assists in the daily operations of a Youth Development facility for youth aged 5-18, as well as maintain accounts and communications with parents and family of 150+ club members.

- Hire and train staff in safe and appropriate interactions with youth
- Create After-school and Summer Camp programming and curriculum to be implemented by hired staff
- Design and distribute learning materials for students and staff
- Purchase program supplies and manage its appropriate and safe usage by hired staff members
- Maintain a clean and safe environment for club kids to participate in youth development programs
- Plan, coordinate, and escort youth on field trips by driving a 15 passenger van to local venues

US Army Department of Morale, Welfare and Recreation (DMWR) <i>Marketing Assistant</i>	Fort Polk, Louisiana July 2011 - August 2012 Supervisor: Ms. Shelby Waryas (337) 531-1959
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Assist the marketing team in managing accounts and creating marketing materials.

Responsibilities included:

- Design and distribute digital and print event flyers for up to ten business accounts
- Maintain DMWR website, post advertisements for business accounts
- Brief incoming soldiers with powerpoint presentation about the function of DMWR at Fort Polk
- Plan, coordinate, and organize recreation events and concerts for up to 10,000 attendees

Freelance Designer and Business Development Consultant*Graphic Designer*

Various locations, including Arizona, North Carolina, and Louisiana

August 2012 - Present

Work with small businesses to increase their online and local visibility and support their growth.

- Consult with small business professionals to strategize on their business development
- Increase profitability by increasing online presence funnel clicks and views into finances
- Plan, design, and implement brand development, including logo, commercial video, website, social media, business cards, apparel, and package design
- Plan and orchestrate community events to bring attention to the brand

VIPKID, Inc.*English as a Second Language Online Teacher*

Remote

April 2017 - Present

Conversationally engage with students in China to allow them to practice speaking English.

- Assess student level and understanding of the English language
- Modify given curriculum to adapt to student level
- Create engaging online lesson plans using Total Physical Response, realia, digital props, scaffolding teaching techniques as well as other current TESOL teaching methods to increase student reading, comprehension, and response utilizing the English language
- Maintain student and family relations with over 200 students in mainland China
- Navigate cultural and political differences between American way of life and that of my Chinese students and families

Freelance Educator*Teacher*

Various locations, including Arizona, Florida, North Carolina, and Louisiana

August 2004 - Present

Engage with my local community by offering educational services in my fields of expertise.

- Develop individual and group programs to educate students of all ages in subjects of expertise, such as horseback riding, music (voice), and literacy
- Take extra care to be inclusive of students with disabilities, tailoring class curricula to support growth in their area of special needs
- Obtain a location in which to properly educate the subject matter, such as a stable for horseback riding, a music studio for voice lessons, and public library for literacy lessons
- Self-market group lessons and private coaching to develop a strong student base
- Train volunteers to safely assist with the training of students, allow trained volunteers an opportunity to grow through leadership and teaching what they know
- Collaborate with parents to support children's learning and development
- Assess students current knowledge and abilities and develop individualized plans to support their growth

Land Shifters, LLC
Owner

Prescott, Arizona
August 2023 - Present

I opened this business to serve my local community by offering grading, excavation, and remodeling services.

Responsibilities include:

- Design and implement a successful business strategy for residential general contracting
- Study rules and regulations pertaining to conducting business and obtaining licensure in the state of Arizona
- Comply with federal, state, and local protocol regarding operating a business
- Develop and distribute quotes, contractual expectations, and liability release agreements for work to be completed
- Manage and monitor all marketing, branding, and visual design pertaining to Land Shifters, LLC
- Purchase and manage supplies and machinery required to operate business, up to \$75,000
- Talent acquisition, personnel training, team building, task delegation and group management
- Train staff and contractors on safety regulations and expectations for our company brand and customer service experience
- Maintain positive relations with clientele

Outschool
Remote Educator

Remote
May 2018 - August 2019

This role as an online teacher allowed me to develop and teach my own curriculum to students all over the world.

Responsibilities include:

- Curriculum development and instructional design for classes related to reading literacy, comprehension and critical analysis for students ages 14-18
- Study and instruct students to analyze:
 - Home ownership contracts
 - Contracts pertaining to the buying and selling of property and animals
 - Employment contracts
 - Terms of service, privacy policies, user agreements
 - Complex poetry, musical lyrics, and literature
- Maintain positive rapport and relations with students, parents and families
- Oversee curricula and assess effectiveness on student growth

Rainbow Horse Ranch
Supervising Camp Counselor

Durham, North Carolina
April 2007 - September 2007

Manage and run the horseback riding summer camp as well as care for all the horses that were a part of it.

- Train students to ride and care for horses, utilizing natural horsemanship techniques, working with and caring for up to 30 horses and 80 students
- Train horses to care for students, implement trust building exercises and desensitization techniques
- Create an engaging, functional, safe, effective curriculum for other camp counselors to follow
- Take extra care to maintain safety and build rapport with special needs students
- Manage and assess the effectiveness of the program for participants and other employees
- Make and lead appointments for visitors, families, and potential new clients

VOLUNTEER

White Spar Campground, Prescott National Forest
Prescott, Arizona
Volunteer On-Site Camp Host
May 2021 - July 2024

Supervisors:
Ms. Susan Johnson | (928) 443-8075
Ms. Michelle Chavez | (928) 443-8074

I was a volunteer camp-host for the Prescott National Forest.

- Responsibilities include:
- Campground, trail, and facility maintenance
- 24-hour on call customer check-in and assistance
- Provide local visitor information, recommend alternative camping locations when site is full
- Problem-solve for unprepared RVing or tent camping customers
- Report incidents to local police force and Prescott National Forest chain-of-command
- Mitigate relations and resolve conflicts between neighboring campers
- First line of defense in public safety against threats, such as wildfires, wildlife, or interpersonal conflict

BASIS Prescott Boosters
Prescott, Arizona
Treasurer
May 2023 - May 2024

Additional Team Members:
Ms. Suzzi Dick | President | (415) 706-6769
Ms. Cassi Foreman | Vice President | (928) 713-8438

I volunteered as the treasurer for the fundraising committee at a local charter school.

Responsibilities include:

- Manage finances, purchases and deposits for 501-c3 non-profit of generally around \$10,000 net worth

- Banking, bookkeeping, record keeping, financial planning, oversight, budgeting, solicit funding and donations, develop donor rapport and maintain donor relationships
- Plan and coordinate community outreach and fundraising events for students and families, averaging 200-1500 participants

One Stage Family Theatre Prescott, Arizona <i>Volunteer Music Director</i> April 2024 - July 2024	Supervisors: Nolan Weidling Tammee Niekamp
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I was the music director for the Frozen Broadway, Jr. Production at the Elks Theatre in July of 2024.

Responsibilities include:

- Study music and harmonies for the Frozen Broadway, Jr. production
- Train talent on what parts of the song to sing
- Teach talent proper vocal warm up techniques
- Practice with talent to improve their execution of production songs
- Guide talent to utilize proper vocal technique

REFERENCES

Wioletta Newcomb | Interior Designer | Professional | (828) 434-5563
 Jerry Hurst | The Royal Candle Maker | Professional | (512) 567-3057
 Lance Vivaldi | La Planchada | Professional | (928) 421-6697
 Avelan McNamara | The Grand Highland Hotel | Professional | (541) 816-7524
 Cindy Wareham | China Lake Naval Air Weapons Station | Personal | (661) 917-3060
 Louis Weber | Rivers Agency | Personal/Professional | 561-389-5776
 Richard Hector, Sr., PhD, MPH, MA | Senior Analyst | Personal/Professional | (602) 384-0761