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**vision statement:**

To be in service, promoting greater cohesion and growth for communities and organizations interested in achieving their next level of development. To work with individuals, assisting them in fine-tuning their ability to create balance, joy, and success in their personal and professional lives.

**qualities:**

intuitive • empathic • good listener • inspirational • promotes clarity • collaborative • open-minded • creative • visionary • highly organized and detail oriented • fun • accurate self-assessor • honest • self-motivating • proactive • articulate • balanced • responsible • disciplined • excellent follow-through • able to maintain neutrality • impassioned advocate • quick learning curve • computer literate and self taught in most popular software programs

**vocational experience:**

1997 to present

**consultant/owner**

FireOwl Consulting Services, New Mexico

Expertise includes: Facilitation • Mediation • Community, business and organizational development • Leadership, management and employee skill building • Project Management • Human Resources support • Writing and editing • Creation/Sale of Art • Artist workshops and mentoring • Event planning

1989 to 1997

**executive assistant to Helen LaKelly Hunt**

Helen LaKelly Hunt • President of The Sister Fund, New York City • Owner of El Sueño del Corazón Ranch, New Mexico

Responsibilities included: organizational development, community planning, and management; holding an interior and confidential knowledge of Ms. Hunt, her vision, family, colleagues, and friends, and supporting her ability to function smoothly professionally and personally.

1987 to 1989

**executive assistant to Nena Thurman**

Nena Thurman • Program Director of the New York City Open Center, New York City

Responsibilities included: supporting Ms. Thurman and handling her duties as necessary, strategic planning and business development for the organization, acting as liaison with presenters and staff, creating/managing presenters' database, and coordinating multi-purpose weekend events.

**key roles:**

- Facilitation: community, business, non-profit, and individual,
- Mediation: community, workplace, and family,
- Community, business and organizational development: visioning, strategic planning, feasibility studies, budgets, action plans, organizational systems, logos/promotional material, and marketing,
- Leadership, management and employee skill building: team building and one-on-one mentorship,

**key roles, continued:**

- Customized and delivered workshops/training programs: alternative dispute resolution, communication, leadership development, and team-building,
- Human Resources consultation: organizational culture, staff training, personnel policies, hiring, employee set-up, and letting go of employees,
- Writing and editing: creative/conceptual development, ghost-writing, books, speeches, articles, project and grant proposals, annual reports, fundraising literature, speech writing, case studies, promotional materials, and website copy,
- Artist, mediums: silk painting, lost wax casting, mixed media, pen and ink, acrylic painting, interior design, space organization, workshops, mentoring, and inspiration.

**partial client list:**

- City of Albuquerque
- Department of Peace, New Mexico
- The Education Center
- Harville Hendrix and Helen LaKelly Hunt, authors
- Jill Fineberg, author
- KT Global Associates, coaching and training
- New Mexico Business Weekly
- New Mexico Center for Dispute Resolution
- New Mexico Coalition Against Domestic Violence
- New Mexico First
- New Mexico Metro Court
- New York Women's Foundation
- Regalos de Abiquiú, women's pottery collective
- Santa Fe Community College
- Stars Edge International, Avatar® workshops
- University of New Mexico

**partial project list:**

- Coordinator, art program for special education camp
- Coordinator, Goddess Festival, New York City Open Center
- Curriculum development/workshop delivery, Governor's Career Conference
- Drafting/Editing books, including: *The Couples Companion*, *The Singles Companion*, and *Giving the Love They Need: A Guide to Parenting*, by Harville Hendrix and Helen LaKelly Hunt, *Faith and Feminism: A Holy Alliance*, by Helen LaKelly Hunt
- Facilitator, Department of Peace Police/Activist Dialogues
- Facilitator/Strategic Planner, variety of businesses
- Facilitator, Paseo del Norte extension between City of Albuquerque and Pueblos
- Interim Executive Director, New York City Women's Agenda
- Interim management and business development, pottery collective
- Master Recorder, author of final document, New Mexico First Math and Science Town Hall
- Recorder, New Mexico First Town Halls, including: "The Management and Future of Federal Investment in New Mexico," and "High School Initiative"
- Steering Committee Member/Fundraising, New York Women's Foundation Annual Breakfast

**Education:** continual, both formally and informally, Pratt Institute, Brooklyn, fine arts  
**Alliances:** Center for Non-Violent Communication, New Mexico First, New Mexico Mediation Association (Vice President), Quality New Mexico