


KALINA SHEPARD

OFFICE TRAINEE | PERSONAL ASSISTANT | CUSTOMER SERVICE

CONTACTS

205 East Stanley St. #564
GRANITE FALLS, WA, 98252.

 941 - 402 - 8990

 Kalina@neo-genesis.net

 N/A

EDUCATION

MASTERS DEGREE IN
ACUPUNCTURE & CHINESE
HERBAL CERTIFICATE
Bastyr University 1999 - 2003

BACHELORS DEGREES IN
ZOOLOGY & PSYCHOLOGY
University of Washington 1989 -1993

ASSOCIATE OF ARTS DEGREE
South Puget Sound Community
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SKILLS

Client Services

Education

Organizational Tasks

Staging and Presentation

Data Entry

Focused on Details

ABOUT ME

In 2016, I retired from a full career in Oriental Medicine and after traveling across country on sabbatical, I settled here in Washington. I am seeking an office position in the Granite Falls area. I managed my medical office and currently run online businesses. I am proficient with organizing, detail oriented work, customer service or as a personal assistant. I am growing in proficiency with Microsoft, and I am motivated to learn more. I can train fast and I am comfortable with doing various tasks.

EXPERIENCE

ONLINE SELLING & SHIPPING

The ShepShop & Wave-Guard.com | JAN. 2016 - Current | Granite Falls, WA
Family owned online businesses selling various products on our websites as well as managing stores, listings and shipments from eBay, Etsy, OfferUp & Craigslist; I do photos and edit ads, creating detailed descriptions and handling customers.

- Wave-Guard.com ~ Online Selling Swiss-Made EMF Protection since 2013.
- The ShepShop ~ Selling Collectibles, Wave-Guards & Traveloo in our eBay & Etsy shops since 2016.

MANAGER OF BULK FOODS

Haggen/Albertsons Grocery Stores | NOV. 2018- OCT. 2021 | Lake Stevens, WA
Ordering & Stocking Product; Facing Department, Monitoring Costs & Profits; Implementing Weekly Display Plans; Packaging & Labelling Bulk Products; Creating Innovative Displays; Stocking Bulk Bins prior to 2020; Redesigning Department; Accurate Monthly Inventory of Department; Customer Service & Special Orders.

- Haggen ~ Managing Bulk Foods & assisting as support staff for Produce, Dairy & Grocery Departments.

UNIVERSITY FACULTY

Everglades University | NOV. 2006 - DEC. 2015 | Sarasota, FL
East West College of Natural Medicine | 2006, 2008 & 2013-14 | Sarasota, FL
Chinese Medicine Instructor designing coursework & exams from curriculum; lecturing on material; research; field trips, student evaluations & grading.

- Everglades U. ~ Traditional Chinese Medicine, Feng Shui & Oriental Medicine
- EWCNM ~ TCM Theory, Herbology, Five Elements, Student Clinic Supervisor

S K I L L S

Microsoft Word



Microsoft Excel



Microsoft Power Point



Typing



Customer Service



Administrative



Social Media



I N T E R E S T S

Minimalism & Organizing

Systemized Efficiency

Herbal Formulas & Remedies

Cooking & Nutrition

Animal Care

Off-Grid Living

Homeschooling

Solving Puzzles

E X P E R I E N C E

ACUPUNCTURE PHYSICIAN

Kalina Shepard, MS, AP | JUL 2003 – DEC 2015 | Sarasota, FL

Managing my own Acupuncture practice: acquiring licensure & continuing education; marketing; scheduling appointments; practicing Chinese Medicine & Herbology; lifestyle and nutritional advice; charging customers; ordering supplements and supplies; inventory; doing local talks; maintaining charts & cleaning maintenance.

- Acupuncture Practice ~ Kirkland, WA 2003-2005 | Sarasota, FL 2005-2015

ZOO ADMISSIONS & MEMBERSHIP

Woodland Park Zoo | MAY. 1993 - OCT. 1998 | Seattle, WA

Working at WPZ in various areas for many years: a volunteer Zookeeper's aide for over 500 hours; Admissions Cashier; Raptors Zookeeper; Assistant Manager for the Zoo Society's Membership Booth.

- Animal Husbandry: Volunteer 1990-96,1998; Zookeeper 1996-97
- Admissions: 1994-95; Membership Booth AM: 1998

FOOD SERVICE & CASHIER

Wallingford Dick's Drive | JUL. 1990 - MAY. 1993, 1994 | Seattle, WA

Steamboat Island Deli | APR. 1985 – DEC. 1987 | Olympia, WA

Cashiering, Customer Service, Food Preparation, Food Service, Cleaning, & Stocking

RECEPTIONIST & OFFICE ASSISTANT

Contempo Portrait World | APR. 1988 - AUG. 1989 | Olympia, WA

Answering & making phone calls; greeting customers; making appointments; ordering supplies; counting till & basic bookkeeping; organizing photographs, portfolios & albums for customers; cleaning the office; taking passport photos; basic data entry; general office tasks; sending out promotions and large mailings.

A W A R D S & A C H I E V E M E N T S

- Kaiser University Instructor of the Year Award 2008 - 09
- Natural Awakenings Magazine SRQ Top Feng Shui Practitioner 2007 - 08
- North Seattle Community College Dean's List 1998
- Woodland Park Zoo Volunteer Service Award 1995
- Capital High Natural Helpers Award 1985 - 86