

Erika K. Ginnis

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Contact

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Summary

A skilled communicator and facilitator with an eye for detail, who is able to establish and cultivate positive relationships with clients and colleagues.

Applicable Skills:

Case, project, and event management, scheduling, relationship building, communication, facilitation, coaching and counseling, research, editing, writing, publishing, PR and marketing, design, community outreach and education, mediation, volunteer coordination, training, financial tracking. MS Word, MS Outlook, MS Excel, MS PowerPoint, Windows 10, 7, XP, Mac OSX, iOS 9 (iPhone, iPad Air), Trello, Skype, HTML, Firefox, Chrome, Gmail, Internet Explorer, Google Forms, cPanel, Page Breeze, Adobe Creative Cloud Suite 2014, Adobe Photoshop CS3-CS6, Adobe InDesign CS3-CS6, Bridge CC, Adobe Acrobat Pro, Open Office, Vertical Response, Gumroad, Selz, Digital Product Delivery, MADTrack, Facebook, Twitter, WordPress, Google+, Pinterest, LinkedIn, Tumblr, YouTube.

Work Experience

Ku'ikahi Mediation Center - Hilo Hawaii 2014-2016

<http://www.hawaiimediation.org>

Foreclosure Dispute Resolution Specialist

- Coordinate and implement services for the Supreme Court Foreclosure Mediation Pilot Project; open, close, schedule, and manage foreclosure mediation cases, maintain confidentiality of case activity and client information.
- Review contracts, verify completion and receipt of financial application documents.
- Develop and maintain relationships with borrowers, lenders, borrowers' attorneys, lenders' attorneys, housing counselors, and other professionals participating in the mediation process.
- Provide long term interactive case management for borrowers and lenders from initial client intake through completion of cases. Engage in daily interaction, monitoring status and needs of each, maintaining case notes in database.
- Provide support for clients, acting as a neutral liaison between parties while assisting borrowers to keep their homes when possible and to explore non-retention options when necessary.
- Report to Third Circuit Court Judges on case status. Schedule mediation dates with all parties and volunteer mediators.

Additional projects:

- Project development and outreach. Puna Home Owners Association 2016 Conference.
- Presenter; Brown Bag Lunch series, Conflict resolution Day.
- Edit and proof promotional materials, provide social media content for E.D. and IT assistance for the office.

Inspiration is the Inbreath of Spirit - Seattle WA and Pahoa Hawaii 1994-2016

Owner, Counselor, Teacher, Organizational Development

- Provide counseling, support and coaching, for business development; healing and training for personal transformation and stress management, through articles, classes, individual and group sessions, telephone consultations.
- PR and Marketing; brochures, book layout and design, forms, web pages and blogs

Inbreath Communication - Pahoia Hawaii 2009-2016

Owner, Publisher, Writer

- Design, edit and publish instructional books, CD's and MP3's.
- Negotiate contracts with authors, track and pay royalties.

1-Jobs.com / Northwest HIGH TECH Career Expo - Seattle, WA 1999-2001

Regional Manager

- Booth sales and marketing to Western Canada, California, and Denver for 12 local and 88 national HIGH TECH Career fairs each year; provide onsite career fair management.
- Develop relationships with Recruiters, Hiring Managers and Technical Specialists; providing resources, information, recruitment planning and client services.
- Design and produce sales tools to promote 1-Jobs.com and HIGH TECH Career fairs. Sold over \$200,000.00 in Career Fair and Internet packages in the first half of 2000.
- Successfully developed and expanded California account base, maintained good customer relations.

Emerald City Silver Moon Productions - Seattle WA 1995-1998

Editor, Writer

- Ad manager, writer, proofreader and member of the editorial board, of *Widdershins* newspaper.

CDM / WPI - Seattle WA 1992-1993

Program Director, Meditation Program

- Develop program goals, coordinate volunteer committees, and work with the Board of Trustees.
- Procure and enroll students, track program finances, direct outreach and publicity, teach 8 week classes in meditation, facilitate weekly meditation hour.
- Provide spiritual counseling and healing to students and community members.

CDM / WPI - Everett WA 1989-1991

Bookkeeper and Financial Assistant

- Develop, edit and revise financial guidelines, forms, and corporate policy for manuals and handbooks.
- Financial preparation for incorporation of separate locations, during organizational restructuring.
- Prepare and present financial information to staff and trustee conferences, research and implement banking changes and software purchases.
- Provide bookkeeping, data entry, bank reconciliation, petty cash, monthly and year-end financial statements, reports to the Board of Directors, A/P and A/R, for all seven locations in the Northwest and Canada. Use of computer resources: Word 5.0, Word Perfect 5.0, General Ledger, Peachtree, R:base.

BioMarine Technologies Inc. - Redmond WA 1988

Research Chemist

- Algae aquaculture, environmental engineering for NIH grant: Species screening for algal eicosapentanoic acid.
- Laboratory setup and organization. Lipid extraction chemistry. Design and construction of airflow system for algae incubation. Prepare protocol on Macintosh SE. Edit grant proposals.
- Develop workload/time assessments. Train other lab personnel.

Municipality of Metropolitan Seattle - Seattle WA 1987

Water Quality Technician

- Test procedure development: "Sodium Hydroxide Extraction of Phosphorous from Storm Water Particulate".
 - Perform pH, turbidity, dissolved oxygen, particle size distribution, conductometric and total suspended solids tests on samples taken from streams, lakes and wetland soils, to evaluate local water quality. Technical data entry, calculation and word processing on VAX VT240.
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Education

B.A. Western Washington University / Fairhaven College - Bellingham WA 1986

Technic Systems: Integrating principles of Dance, Music, and Natural Science. GPA 3.74

Training and Certificates

Compassion Fatigue workshop

BISAC 2016

30 Hours Basic Mediation Training

Certificate of Completion 2015

Ku'ikahi Mediation Center

Grant writing workshop

Facilitation Training workshop

Hi'ilei Aloha LLC 2015

ECSI training in CPR (Adult, child and infant) AED and First Aid

April 2015; Certification good through 2017

CDM/WPI Ordained Minister, Metaphysics

Completed Ministerial Training 1982

Counseling program 1983

Meditation and Healing Teacher Training program 1984, 1987

Service

- Board of Directors: Center for Spiritual Living East Hawaii, Keaau HI. 2009 to present
- Board of Directors: Puna Men's Chorus, Pahoia HI. 2010 to 2011
- Education Committee member: C.S.P.C., Seattle WA. 2001 to 2003
- Board of Directors member C.S.P.C., Seattle WA 2000 to 2003
- Volunteer Appreciation Committee Chair C.S.P.C., Seattle WA 2001-2002
- Vice President: Board of Directors MOAZZ Dance Company, Seattle WA. 1993 to 1999
- Community Activities Trustee: Board of Trustees Seattle CDM, Seattle WA 1991
- Public Relations Committee Chair: CDM Council, Everett WA 1988