

Erika K. Ginnis

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An experienced creative entrepreneur: speaker, teacher, writer, musician and editor; with an eye toward a positive future, who is able to establish and cultivate client relationships, while providing insight and tools for well-being, strategic planning & management.

Skills and Expertise

Social Media & PR	Editing & Publishing	MS Office
Financial Tracking	Sound & Video creation	Adobe Creative Suite
Event Support	Case Management	Affinity Suite
Writing	Relationship Building	Shotcut, Audacity
Organizational Development	Training, Counseling & Coaching	YouTube

Professional Experience

Inbreath Communication | Pahoa Hawaii | 2009-Present | Owner
www.inbreathcommunication.com

Publisher/Editor

Design, edit, publish, and market instructional books, CD's and MP3's. Layout and design, using Adobe InDesign & Photoshop, Affinity Designer, Affinity Photo. Video via Flip Mino and iPhone Xr. Musical composition, sound recording, editing and mixing, using Audacity for Windows, Garageband iOS, Shotcut audio & visual software, YouTube, Soundcloud. Web page and blog creation and maintenance via Wordpress.org, Provide support to authors through publication process, track and pay royalties, social media.

Inspiration is the Inbreath of Spirit | Seattle WA and Pahoa Hawaii | 1994-Present | Owner
www.inbreath.com

Counseling/Training

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.

Organizational Development & PR

PR and marketing via Web, Blog, Social media, direction and vision implementation via brochures, book layout and design.

Ku'ikahi Mediation Center | Hilo Hawaii | 2017- 2020 | Office Manager and Program Assistant
<http://www.hawaiimediation.org>

Fund Development

Maintain and update fund development database (including donor tracking and inputting data for potential donors). Update and maintain Outlook mailing list. Accept and track grant donations. Prep weekly and yearly Mahalo letters. Assist with fund development activities (including solicitation requests, guest lists, silent auction tracking and coordination).

Financial

Receive and process payments and donations. Track client billing, accounts payable, accounts receivable, and collections. Account posting in appropriate database. Square dashboard, reporting and tracking. Prepare purchase orders, invoices, and bank deposits.

Case Management

Onsite case management and intakes for mediation referrals, schedule and supervise volunteer mediators, at Hilo District Court. Open and close mediation and facilitation cases. Create appointment letters and invoices for office mediations, reminder calls to clients and mediators. Accept and process money. Enter and maintain client database information. Ensure client confidentiality.

Event Support

Workshop, fundraising and event registration and preparation (including ticket sales, confirmation emails, sign-in sheets, and other planning/preparation/implementation). Compile results and statistics for classes, workshops and mediation evaluations. Track volunteer hours, and continuing education hours for staff and mediators.

General Operations

Maintain computers and other office equipment. Coordinate repair personnel. Order and maintain supplies, negotiate with vendors. Greet clients and visitors. Maintain and update book, brochure, and document inventory.

Ku'ikahi Mediation Center | Hilo Hawaii | 2014-2017 | Foreclosure Dispute Resolution Specialist

www.hawaiimediation.org

Case Management

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. Provide long term interactive case management and mediate all communication between borrowers and lenders from initial client intake through completion of cases. Report to Third Circuit Court Judges on case status. Schedule formal mediation dates with all parties and volunteer mediators.

Relationship Building

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. Develop and maintain relationships with borrowers, lenders, borrowers' attorneys, lenders' attorneys, housing counselors, and other professionals participating in the mediation process.

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.

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

Sales

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. Sold over \$200,000.00 in Career Fair and Internet packages in the first half of 2000. Design and produce sales tools to promote 1-Jobs.com and HIGH TECH Career fairs.

Relationship Building

Develop relationships with Recruiters, Hiring Managers and Technical Specialists; providing resources, information, recruitment planning and client services. Successfully developed and expanded California account base.

CDM / WPI | Seattle WA | 1992-1993 | Program Director, Meditation Program

Organizational Development

Develop program goals, coordinate volunteer committees, and work with the Board of Trustees. Procure and enroll students, track program finances, direct outreach and publicity.

Counseling/Training

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, Teacher

Organizational Development

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.

Counseling/Training

Presented healing classes in Bellingham, Everett and Seattle. Assisted in organization and presentation of annual staff conferences.

Financial

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 titration 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.

Education

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

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