

# MARLENA MCGUIGAN

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## CAREER FOCUS

Business Assistant with more than eight (8) years of experience organizing, planning, developing and implementing all business needs. Currently completing my Master's in Transpersonal Psychology with a specialization in Creativity and Innovation; I am already certified in Transpersonal Studies. I aim to blend my people skills, my business skills and my passion for teaching and creativity into one career.

## SUMMARY OF SKILLS

- Project management
- Client Relations
- Creative Problem Solving
- Communications Specialist
- Account management
- Bank reconciliations
- Tax preparations
- Computer proficient

## ACCOMPLISHMENTS

### Organizational Development

- Assessed and created system structures to meet individual client needs for accounting & leasing purposes.
- Implemented effective communication structures for various projects, which were prioritized and managed well with strong multi-tasking skills.
- Initiated, integrated, managed and monitored perpetual changes in business plans to create the most cost-effective and time-valued process for mutual benefit.
- Advised managers and clients on various transitional processes.
- Trained and guided new recruits into the industry.

### Data Verification

- Checked figures, postings and documents for correct entry, mathematical accuracy and proper coding.

### Account Management

- Managed anywhere from two (2) to (10) ten large client projects at any given time simultaneously.
- Successfully grew with the company and assisted in both building and maintaining client relations with marked confidentiality, diplomacy and integrity.

## PROFESSIONAL EXPERIENCE

10/2013 to Current

Educational Assistant & Substitute Teacher

Woodrow Wilson Academy – Lakewood, Westminster, and Evergreen, CO

- Assist teachers with their classes: kindergarten through 6<sup>th</sup> grade.
- Substitute teach on as-needed basis throughout the school year.
- Create yearbooks for all HSC locations.

02/2008 to Current

Astrologer, Teacher, Counselor/Guide

Maieutic•Arts - Denver, CO - [www.maieutic-arts.com](http://www.maieutic-arts.com)

- Formed my own business in 2008 to do counseling work with clients seeking or desiring my skills.
- Utilize tools gained from Philosophy as well as my background in Psychology and Spiritual Guidance to do freelance work with various clients.
- Maintain personal business records, accounts, and confidentiality agreements with various clients.
- Mentor and teach students basic to advanced astrology.
- Invited to speak and teach at UCD Spring Symposium, March 2012.
- Additional training/certification with Aurora Mental Health Center,

- 02/2008 to 02/2009  
Freelance Writer  
Examiner.com - Denver, CO
- Created, designed, and wrote entertainment articles based on my knowledge and expertise.
- 09/2005 to 09/2013  
Business Assistant  
Over the Hill Land Services, LLC – Denver, CO
- Performed heavy bank reconciliations and cash flow statements.
  - Computed, recorded, and proofread data, records and reports.
  - Created and executed necessary legal documents to meet leasing requirements and client needs.
  - Managed projects and served as primary liaison between client and multiple internal groups to ensure clarity of goals and quality and adherence to deadlines.
  - Communicated with customers, employees and other individuals to answer questions and explain information.
  - Transitioned leasing firm accounting operations to new management.

## EDUCATION

- 2014  
Master of Arts: Transpersonal Psychology  
Sofia University (f/k/a ITP) - Palo Alto, CA, USA
- First year completed in the Spiritual Guidance program with the Institute of Transpersonal Psychology (ITP), 2011-2012: Certificate in Transpersonal Psychology
  - Re-enrolled into Sofia University (f/k/a ITP) August 2013 to complete my degree in the general Master's in Transpersonal Psychology program with a specialization in Creativity & Innovation
- 2007  
Bachelor of Arts: Philosophy  
University of Colorado - Denver, CO, USA  
Minor in English Writing
- Graduated summa cum laude (3.67GPA)
  - Recognition on Dean's List, National Dean's List
  - Recognition in Golden Key Honor Society

## PROFESSIONAL AFFILIATIONS

- Trained Volunteer with The Denver Hospice  
Reiki I certified February 2014  
Reiki II certification expected February 2015  
Offered to implement and facilitate a group process workshop for employees and other staff (e.g., volunteers) once or twice per month with a potential start date for Winter 2015