

**Erika K. Ginnis**

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**Objective:** To offer my enthusiasm, creativity, and technical skills, in collaboration with other committed individuals; in order to bring forth greater wellbeing in the world; and in so doing increase the quality of life on both an individual and community level.

**Applicable Skills:** PR and marketing, project management, editing, writing, publishing, volunteer coordination, event management, community outreach and education, composition and recording, light video editing, counseling, training, office set-up and maintenance, light bookkeeping, AR/AP, spreadsheets, scheduling, book block/book cover design, web page and blog design, and maintenance.

**Social media:** Facebook, MySpace, Twitter, Wordpress, Google+, Pinterest, LinkedIn, Tumblr, YouTube.

**Programs:** MS Word, Office 2013 Professional, Windows 7, Win XP, Mac OSX, iOS 7 (iPhone, Ipad Air) Excel, Trello, Skype, Outlook, HTML, Firefox, Chrome, Gmail, Internet Explorer, Opera, GoDaddy, Paint Shop Pro, 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, Digital Product Delivery.

## Work Experience

**Inbreath Communication - Pahoa Hawaii 2009-2014**

**Owner, Publisher, Writer and Visionary**

<http://www.inbreathcommunication.com>

- Editing, writing, author negotiations, consulting, organizational development, publicity and marketing, book layout and design, proofreading, forms, web page creation and maintenance, project management, office set-up, scheduling, bookkeeping, spreadsheets. Social media.
- Create and present relevant Youtube videos.
- Write and create and market instructional MP3's.
- Set up and manage accounts with: Lightning Source/Ingram printing & distribution; Bowkers (ISBN), Library of Congress, Amazon DTP (Kindle), sub-contracted editors and graphic artists.

**Inspiration is the Inbreath of Spirit - Seattle WA 1993-2008, Pahoa Hawaii 2008-2014**

**Owner, Counselor, Teacher, Organizational Development**

<http://www.inbreath.com>

- Provide counseling, support, coaching, healing and training, for personal transformation and stress management, through published articles, individual sessions, classes and telephone consultations.
- Publicity and marketing, flyers, brochures, book layout and design, forms, web page and blog creation and maintenance. Project management, Organizational Development, Office set-up, bookkeeping, spreadsheets, scheduling. Social media.

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

**Regional Manager**

- Responsible for booth sales and marketing, to Western Canada, California, and Denver for 12 local and 88 national HIGH TECH Career fairs each year.
- Developed relationships with Recruiters, Hiring Managers and Technical Specialists; providing resources, information, recruitment planning and client services.
- Kept client database updated.

- Designed and produced 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.
- Onsite Career Fair Management.
- Successfully developed and expanded California account base, maintained good customer relations.

### **US Census Bureau prep for 2000 Census- Seattle, WA 1999**

#### **Field Representative**

- Completed Census training
- Visited and interviewed households in the greater Seattle area based on assignment, asked brief interview questions about household statistics (number of people living in the home etc.) recorded information by hand.

### **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**

- Developed program goals, coordinated volunteer committees, worked with Board of Trustees.
- Procured and enrolled students, tracked program finances, directed outreach and publicity, taught 8 week classes in meditation, ran weekly meditation hour.
- Provided spiritual counseling and healing to students and community members.

### **CDM / WPI - Everett WA 1989-1991**

#### **Bookkeeper and Financial Assistant**

- Developed, edited and revised existing financial guidelines, forms, and corporate policy for manuals and handbooks.
- Financial preparation for incorporation of separate locations, during organizational restructuring.
- Prepared and presented financial information to staff and trustee conferences, researched and implemented banking changes and software purchases.
- Responsible for 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**

- Provided Algae aquaculture, environmental engineering for NIH grant: Species screening for algal eicosapentanoic acid.
- Laboratory setup and organization. Lipid extraction chemistry. Assisted in design and construction of airflow system for algae incubation. Prepared protocol on Macintosh SE. Proof read and edited grant proposals.
- Developed workload/time assessments. Trained other lab personnel.

### **Municipality of Metropolitan Seattle - Seattle WA 1987**

#### **Water Quality Technician (Environmental Intern – CEIP fund)**

- Test procedure development: "Sodium Hydroxide Extraction of Phosphorous from Storm Water Particulate".

- Performed 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.

## Education

**B.A. Western Washington University / Fairhaven College 1986**

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

**CDM/WPI**

**Minister, Metaphysics**

Completed

Ministerial Training 1982

**Ordained**

Minister, Church of Divine Man, Nov 7th 1982

**Completed**

Counseling program 1983

Teacher Training program 1984

Additional teacher training 1987

**Certified**

Meditation and Healing Teacher 1984, 1987

**Natures Path**

**Certified Theta Healer, ThetaHealing™**

Completed

DNA1 and DNA2 ThetaHealing™ Class, March 23rd 2008

DNA2 Advanced ThetaHealing™ Class, November 16th 2008

Received Basic ThetaHealing™ Certification March 2008

Received Advanced ThetaHealing™ Certification November 2008

## 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