

VICKI M. MOEN

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OBJECTIVE

Committed to providing safe, growth-oriented learning, collaborative transition services and appropriately challenging experiences for students while incorporating accommodations and modifications according to an Individualized Education Plan. To create a calm and trusted environment in which I can provide compassionate and professional support through lessons, resources, small group and classroom facilitation toward goal attainment.

SKILLS & ABILITIES

- Assist with and manage regular assessment and re-evaluation of students' individualized education plans and goal development in a team setting.
- Effectively coordinated multiple projects simultaneously while managing over 100 volunteers & schedules, managed the student volunteer program.
- Ability to problem solve and exercise decisive and sound decision making, and clear & compassionate communication in emotional and/or stressful environments.
- Proficient with PC and Apple technology and Microsoft Office programs, with extensive experience in reporting and data analysis, producing mass communications, maintaining regular and organized communication efforts.

COMMUNITY INVOLVEMENT & PERSONAL/PROFESSIONAL DEVELOPMENT

Cooking Matters Volunteer Instructor with Valley Food Partnership/Farmacy Rx
Volunteer Income Tax Assistant through AARP Foundation at Sr. Centers (Annually, 2004-2017)
EPEC training, Palliative Care, Conferences and Trainings
Dementia and Alzheimer's Instruction
Community Walks and Volunteer for American Heart Assoc., Turkey Trot, Pancreatic Cancer, Alzheimer's and Girls on the Run.

EXPERIENCE

Jan. 2017 – Aug. 2021 | Classroom Paraprofessional, MCDS, Montrose CO
Dec. 2015 - Oct. 2016 | Admin. Assist., FNS, Mercy Medical Center, Oshkosh WI
April 1998 - Oct. 2016 | Volunteer Coordinator, Mercy Medical Center, Oshkosh WI
July 2009 - 10/2012 | Life Enrichment Assistant CRL Lakeshore Manor, Memory Care, Oshkosh WI
July 1994 - April 1998 | Activity Director/Volunteer Coordinator, Osh. Medical & Rehab Center, WI
1989 - 1994 | Recreation Therapist, Mercy Medical Center, Oshkosh WI

EDUCATION

M.A. Master of Education in Special Education, Grand Canyon University, Phoenix, AZ
B.A. Therapeutic Recreation, Spanish Minor, University of Northern Iowa, Cedar Falls, IA