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Professional Experience

Dean of Student Affairs – Acupuncture and Integrative Medicine College, Berkeley, CA
2007 – 2010

- Served as counselor and sounding board to students in all aspects of their school lives
- Assisted students in adjusting to and thriving within the educational milieu
- Worked with other departments of the institution, assisted in establishing and implementing all policies and procedures as they related to student life
- Acted as liaison between students, alumni, school management and the external community
- Administered the policies and regulations of the College as they pertained to internal college disciplinary procedures
- Facilitated student complaints and grievance process
- Led mediation between students following a filed grievance
- Managed the Federal Work Study budget and process
- Evaluated prospective students as part of the Admissions committee
- Acted as Student Council Advisor
- Managed student activities
- Designed, planned and facilitated two graduation ceremonies per year
- Organized and printed diplomas
- Monitored parking, student lockers, student bulletin boards and Herb Garden
- Planned and led international study for students in China for two consecutive years

Clinic Coordinator – Acupuncture and Integrative Medicine College, Berkeley, CA
2007 - 2009

- Created student schedules
- Tabulated student hours
- Generated reports
- Advised Clinic Dean on matters pertaining to clinic administration
- Disciplined students for clinic infractions

Owner/Manager – MindBodyHerbs, Berkeley, CA 1999 – Present

- Provide acupuncture, Asian bodywork therapy, nutrition and herbal medicine consultation, medical qi gong therapy, Wild Goose Qi Gong instruction to a diverse population of adults
- Educate clients as to how to lead a lifestyle that supports wellness
- Diagnose and prescribe herbs and supplements
- Create and sell herbal body care products
- Designed website and marketing materials; manage all operations and finances

Clinical Assistant – Quan Yin Healing Arts Center, San Francisco, CA 2002 - 2004

- Assisted team of Acupuncturists in removing needles, applying Moxabustion, and administering Shiatsu, TuiNa and Reiki

Supervisor and Data Analyst - Aetna US Healthcare (US Quality Algorithms), San Ramon, CA 1995 – 2001

- Supervised twenty employees (including hiring, terminating, motivating, counseling, and advisement)
- Analyzed and produced reports using Microsoft Access and Excel, and Seagate Crystal Reports and Query
- Participated in meetings with senior management to evaluate medical data
- Trained employees on processes and the use of computer software

Residence Director - Semester at Sea, University of Pittsburgh 1995

- During a 100-day voyage of discovery around the world, lead, supervised, and counseled 76 students
- Taught seminars
- Managed the Student Union (the recreational and social center for the shipboard community)

Teaching Experience

Associate Professor – Acupuncture and Integrative Medicine College, Berkeley, CA

2006 – Present

Instruct students in the following classes: *“Integrated Nutrition”*, *“Qi Gong”*, and *“Observation Grand Rounds”*

Instructor – Acupressure Institute, Berkeley, CA

2004 - Present

Instruct students in *“Integrated Nutrition”*

Lecturer – Teance Tea Shop, Berkeley, CA

2007 - Present

Teach classes, including *“The Four Pillars of Health”*, and *“Tea and Health”*, to the general public

Instructor – Elephant Pharmacy, Berkeley, CA 2003 - 2009

Instructed the general public in the following classes: *“Qi Gong Exercise”*, *“Self-Shiatsu”*, *“The Power of Food”*, *“Why Should I Eat Organic Food?”*, *“Label Reading 101”*, and *“Alternative Remedies for the Common Cold”*.

Instructor – Weight Management Program, Acupuncture and Integrative Medicine College, Berkeley, CA 2008

Instructed clients in the following classes: *“Chinese Medicine Theory and Weight Loss”*, *“Integrative Weight Management”*, *“The Four Pillars of Health”*, *“The Healthy Eating Principles”*, *“Tea and Health”*

Lecturer – Asian Art Museum, San Francisco, CA 2008

Taught a class, in *“Tea and Health”*, to the general public

Education

Master of Sciences, Oriental Medicine – Acupuncture and Integrative Medicine College, Berkeley, CA 2003 - 2006

Medical Qi Gong Practitioner Certification - Acupuncture and Integrative Medicine College, Berkeley, CA 2005 – 2006

Wild Goose Qi Gong Teacher Certification – Wen Wu School of Martial Arts, El Cerrito, CA 2004 - 2005

Certificate in Asian Healing Arts and Integrated Nutrition – Heartwood Institute, Garberville, CA 2001 - 2002

Coursework included: Zen Shiatsu, Whole Foods Nutrition theory, Chinese Medicine theory, Moxabustion, Cupping, Iridology, Auricular therapy, Healing movement (Qi Gong and T'ai Ji), Meditation, Anatomy and Physiology, and Permaculture

Master of Sciences, Industrial and Organizational Psychology - Baruch College, New York, NY 1986 - 1989

Bachelor of Arts, Psychology - State University of New York, Albany, NY 1982 - 1986

Continuing Education

Observation at The First Teaching Hospital of Tianjin University of TCM, Tianjin, China (60 hours) 2009 and 2010

- Participated in grand rounds observation in the TCM integrative medical treatment of neurology, gynecology, and dermatology in the hospital setting (inpatient and outpatient) over the course of two weeks

Traditional Nutrition and Lifestyle Practices according to the Qi Nodes (*“Nourishing Within”*), Liu Ming (56 hours) 2008, 2009, and 2010

Acupuncture and Massage for Facial Rejuvenation, Virginia Doran (35 hours) 2007 and 2010

Contact Needling , Anryu Iwashina (Dr. Bear) (32 hours)	2005, 2006, and 2010
Pharmacology and Toxicology of Herbs , Andy Ellis (15 hours)	2010
Master Tung's Magic Points , Susan Johnson (13 hours)	2009
Classical Pulse Diagnosis , Joseph Adams (45 hours)	2009
The Spirit of the Herbs , Thea Elijah (15 hours)	2009
Combining Functional Medicine with TCM for Hypothyroidism, Adrenal Fatigue, and Blood Sugar imbalances , Jake Fratkin (11 hours)	2009
Instantaneous Treatment in Japanese Style Acupuncture, Introduction to Meridian Balancing , Maeda Sensei (15 hours)	2009
The Essence of Japanese Style Acupuncture , Katai Sensei (15 hours)	2008
The Essence of Japanese Needling Techniques , Nakane Sensei (15 hours)	2007
Global Balance Method , Richard Tan (14 hours)	2008
TCM Dermatology , Amir Kalay (15 hours)	2008
Cleansing and Detoxification as a Treatment Strategy , Peter Holmes (15 hours)	2008
Contemporary Chinese Pulse Diagnosis (Shen/Hammer) Beginning and Intermediate , Brian LaForgia (30 hours)	2007
Herbal Alternatives to Drugs , John Chen (8 hours)	2007
Advanced Constitutional Facial Acupuncture , Mary Elizabeth Wakefield (67.5 hours)	2006 and 2007
Integrated Medicine Management for Depression , Yoon Hang Kim (15 hours)	2006
Reiki Level 2 , John Latz (18 hours)	2004
Reiki Level 1 , John Latz (18 hours)	2003
TuiNa/JinShinDo - Acupressure Institute, Berkeley, CA (42 hours)	2002 – 2003
Social Work - Smith College, Northampton, MA (36 credits)	1993 – 1994
Education - College of Staten Island, NY (19 credits)	1989 – 1994
<u>Professional Licenses and Certifications</u>	
California Licensed Acupuncturist	2007 - Present
Advanced Constitutional Facial Acupuncture	2006 - Present
Medical Qi Gong Practitioner	2006 - Present
Wild Goose Qi Gong Instructor	2005 - Present
NCCAOM Diplomate, Asian Bodywork Therapy	2003 - Present
AOBTA Certified Asian Bodywork Therapist	2002 - Present
Red Cross CPR and First Aid	1982 - Present
Sexual Harassment and Diversity Awareness	2000 and 2008
New York State Emergency Medical Technician	1990-1994
New York State Licensed Guide	1990-1994