

LEA MOON CUTTER

PROFILE

Highly efficient project and business manager with over 20 years of experience. Posses excellent client relations, providing calm thoughtful attention to each relationship. Able to create high end art for visual and graphic works.

EXPERIENCE

LEA MOON CONSULTING AND DESIGN PORTLAND, MAINE NOVEMBER 2009 - PRESENT
Currently I am providing consulting and coaching for life and business. As I advance my skill set through on-line classes and attendance at SMCC I will be expanding my services to include basic marketing services such as logos, websites, and brochures. It is joyful to hold space for people who are committed to changing their personnel and professional lives.

THE AWAKE COLLECTIVE LLC PORTLAND, MAINE JANUARY 2009 - PRESENT
This is a community space I created to support individuals in awakening; bettering their lives and the lives of others. I have been fully responsible for all the visioning and marketing of the collective. Currently we rent space to healing practitioners and teachers. I run this business as a 2 member LLC with Becca Demers.

COLLABORATIVE CREATIONS PORTLAND, MAINE 2001 - 2003
This is a not-for-profit venture created with the intention to cultivate healthy body image in women and girls. The organizations primary event involved a art exhibit of over 100 women and girls. I vision, created, performed, and contracted this whole Project. It was a wonderful success and enable me to travel to other states to do similar projects for breast cancer patients and survivors.

MARTIN'S POINT HEALTH CARE PORTLAND, MAINE 1999 - 2001
As the Medical Services Department Administrative Assistant I performed a wide range of duties from maintaining all reports pertaining to the department, to scheduling meeting, to referral entry, to mail processing, to supply ordering, and equipment care. This was a very rewarding position in a department with powerful women. It was an honor to to be of service and I valued the work I performed.

MAINE ROASTERS COFFEE PORTLAND, MAINE 1999 - 2001
As the Office Manager for Maine Roaster Coffee I supervised managers of all our retail locations. I also performed all bookkeeping, payroll, billing, ordering, and corporate reception. I worked directly with the owner in human resources, product development, and retail store openings. This job was highly challenging and taught me how to manage a huge quantity of tasks.

EDUCATION

COMMUNICATIONS AND NEW MEDIA

Southern Maine Community College, Beginning Semester Fall 2009

LYNDA.COM, INC

Adobe Creative Suite Training, 2009

EMERGENCY MEDICAL TECHNOLOGY, E.R. TECHNICIAN

Pasadena City College, GPA 3.4/4.0 1994

SKILLS

i have skills and training in the following; windows, Microsoft office, Adobe indesign, dreamweaver, photoshop, illustrator, mac os, keynote, shambala reiki master, traditional reiki master, hands on healing mentorship 2years, natural building certification, non-violent communication, the forum, re-evaluation counseling, authentic movement, contact improvisation, 5rhythms ecstatic dance, shamanism, soul retrieval, lightbody activation, DNA activation, and Kundalini awakening. I also am a student of the work of Eckhart Tolle, Byron Katie, and Adyashanti.

REFERRALS

Some references have been provided and additional reference are available upon request.