

Wendy Harford

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Cottonwood, AZ 86326

www.wendyharford.com
wendyharford@gmail.com

CAREER PROFILE Customer Service

Background includes practical experience and education, providing working knowledge of the following key areas:

Software: Mac and PC: Website Support | Graphics | Adobe Photoshop | Adobe Go Live Microsoft: Vista | Windows 7 | Word | Power Point | Publisher | Excel | Outlook. **Accounts & Data Base Software:** Raisers Edge | Peach Tree | Quick Books. **Bookkeeping:** Budget/Payables/Receivables, Banking, Billing & Payroll

Administrative: Program Development & Facilitation | Supervision: Clientele, Staff & Volunteers | Health, Safety & Prevention | Observing & Recording | Multi-Discipline Conferencing | Staff Motivation & Training | Board Recording Secretary | Research & Development | Purchasing & Inventory | Grant Research & Disbursement | Written & Verbal Presentation | Community Liaison | Graphic & Web Page Design

SELECTED EMPLOYMENT SITUATIONS:

Office and Accounts Manager. December 2010 – Dec 2011. Verde Earthworks LLC, Rimrock AZ

Residential Coordinator: Nov 2008 – Dec 2010. YES The Arc. Cottonwood AZ.

Institute of Eco Tourism: Eco Tourism & Environmental Education, December 2006 -08. Sedona, AZ.

Assistant Director. Economic downsizing caused loss of position. Independent contractor through June 2008

Financial Assistant: Sea Shepherd Conservation Society 1999 – 2001. Organization moved to California.

Executive Assistant: 2000 – 02 Inter Island Medical Center 550 Spring St. Friday Harbor, WA 98250

Phone (360) 378-2141 Fax (360) 378-3655

Computer Graphics, Web-design, Data Entry & Accounting: By Design Friday Harbor WA USA 2001 - 02

Adult Activities Coordinator – Long Term Care, Extended Care, Adult Daycare: variety of positions from 1981 thru 1990. BC Canada

Pre School and Daycare Program Supervisor variety of positions 1975 thru 1995. BC Canada

RECENT EDUCATION, WORKSHOPS, SEMINARS: Always willing to upgrade & learn new skills as needed!

Arizona Department Developmental Disabled State Training 2008 - 2010

Standard 1st Aide & CPR 2009

Sculptural Ceramics Yavapai College 2009 & 10

Environmental Education Arizona 2007

Environmental Psychology Project Nature Connect with Dr Michael Cohen (ongoing studies) 2000 -

Volunteer Park Naturalist Program Red Rock State Park, Arizona 2006

Marine Naturalist Program Whale Museum, Friday Harbor, WA USA 2000

Art and Play Therapy Justice Institute, Vancouver BC Canada. 1992

Early Childhood Education 2 year certificate program, Capilano College, N. Vancouver, BC 1975

Long Term Care: 1980 – 1990 Acting Education Coordinator, 1 year term – Vancouver Lower Mainland Adult DayCare Association. Reality Orientation – Activity Coordination – Volunteer Coordination Workshop's. Validation Therapy with Naomi Fiel. Ongoing annual conference, networking and workshop attendance.

Wendy Harford cont'd

NOTABLE ACHIEVEMENTS:

- **Nature Gallery:** In cooperation with other artists and community members we provide an educational/hands on Gallery of nature oriented art
- **Verde River Story Quilt & Artists Challenge:** Current community projects educating about sustainable use of our Verde River & Unique Riparian Habitat
- **Developing Home Base & School Out Reach, Art Instruction:** Ongoing
- **Create and Maintain my own website and graphic ad support** www.wendyharford.com
- **Co-Founder and Facilitator 'Sustainable Visions' Exhibition** Sedona Visual Artists, Sustainable Arizona, Sedona Public Library 2006
- **Keynote Speaker & Volunteer of the Year** Steffen Thomas Museum and Archives 2006
- **Coordinated and Facilitated Women's Art Exhibition** portion 'Goddess Concert' Roberts Creek BC Canada. 1998, 1997 & 1996
- **Co-Design and Production** Women's Story Quilt project. Sunshine Coast, BC Canada. 1998

INTERESTS AND HOBBIES:

Sustainable Earth! painting, drawing, sculpting, reading & writing, singing & songwriting, hiking, swimming, cycling, healthy foods & cooking, camping, boating, organic and xeriscape gardening and most things outdoors

CURRENT REFERENCES:

- **Elizabeth Gerstner** Art & Community Associate/Friend Cottonwood, Arizona 928-
- **Madeleine O'Callaghan** Barbara Antonsen Park and Scrupture Event, 928-821-2534
- **Nancy Robb Dunst**, Co founder Sedona Visual Artists Coalition, 928-282-0776
- **Lisa Conner** Steffen Thomas Museum and Archives, Georgia. Program Coordinator 706-342-7557

letter's of reference available on request
employee contact information available on request