

Marika Moore

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- Owner, Moore Than Locks** June 2016- Present
- Developed business plan and obtained required industry permits/licenses. Maintain compliance
 - Manage administration including, schedule, bookkeeping and marketing
- Nov 2010- June 2016**
- Development Coordinator, Consumer Direct Personal Care**
- Served as information resource for community inquiries
 - Provided consistent, timely follow up (w/in 24 hours) for N. Nevada leads through enrollment, managing hundreds of leads
 - Managed caseload of approximately 100 clients and 100 caregivers: Monthly calls to clients, maintained state required compliance of files and caregiver training
 - Communicated and collaborated with appropriate state and/or contracting agencies regularly
 - Developed/maintained positive relationships with referral sources
 - Attended educational meetings, training sessions, and other meetings as needed to maintain positive community presence
- Campus Organizer, Sierra Club (Temp. Position)** Aug 2010-Nov 2010
- Exceeded goal to increase Washoe County youth vote over 10% in midterm elections through voter registration and education
 - Performed presentations, held events, and other outreach activities
- Coordinator, Think Kindness** Dec 2009-July 2010
- Developed and administered various events to raise funds and awareness for an orphanage in Kenya
- Extern Administrator, Career Services Advisor, Milan Institute** Aug 2008–Nov 2009
- Coordinated and mentored 300+ students through their externships
 - Implemented professionalism skills/career preparation curriculum
 - Conducted outreach and maintained related documentation
 - Management team: accounted for/reported school budget monthly
- Coordinator/Advisor, University Studies Abroad Consortium** June 2005-May 2007
- Managed creation/distribution of information and advisement for 2,500 students for travel to 25 countries and related events
 - Advised USAC Alumni club: coordinated related activities
 - Coordinated immigration info. and visa attainment for student travel to 26 countries with 100% success rate and networked accordingly
- Advisor/Assistant Instructor, University of Nevada, Reno** Aug 2003–June 2005
- Instructed Model United Nations course (300 level)
 - Advised 100+ undergraduates in academics and career choices

EDUCATION

- Master of Arts in Political Science: International Relations August 2005
University of Nevada, Reno
- Bachelor of Arts: Double major: International Affairs and Spanish May 2002
University of Nevada, Reno