

Ashley Baugh

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INTENTION

To play an integral role in maintaining and increasing access to public health services and productivity within health programs, through administrative and organizational excellence, compassion, and an attitude of diligence and humility; viewing all circumstances as an opportunity to learn and improve.

RELEVANT WORK EXPERIENCE

Massage Therapist/Body-worker

Alliance Health and Terry Chiropractic

Boulder, CO

June 2014-Present

Southern Illinois Chiropractic Center

Maryville, IL

January 2010-August 2013

Spa of Tranquility

Glen Carbon, IL

October 2007-January 2010

Independent contractor, Ashley Baugh, NCTMB

Edwardsville, IL

August 2004-May 2014

- *Scheduling and documentation software proficiency
- *Create stress free environment
- *Promote healthy living and self-care
- *Develop and communicate at home care plan
- *Assist in marketing, social media and financial responsibilities
- *Integrate intuition, compassion, and technique/skill
- *Expert knowledge of muscular system and interconnectedness of body-mind
- *Experience with Electronic Health Records
- *Follow sanitation and confidentiality laws
- *Provide pain relief and sense of well being
- *Build client relationships and trust
- *ChrioTouch and Google Calendars
- *Assist in body awareness for injury prevention

Interim Office Manager

SportChiro+

Edwardsville, IL

February 2014-May 2014

- *Administrative duties: phone, scheduling, calendar maintenance
- *Exceptional customer service
- *Brainstorming sessions for practice growth and success
- *Developed procedural manual and trained new employee
- *Personal Assistant to and coach for Doctor
- *Assist with clinical procedures and treatment plan presentations
- *Proficient use of Apple products: IPAD apps, MacPractice software
- *Manage Mind-Body software, social media, and all communications
- *Accurate and confidential documentation
- *Goal setting, precise time management
- *Extreme multi-tasking
- *Assistance in patient flow
- *Problem Solving/troubleshooting
- *Insurance verification/coding/billing
- *Handling cash flow, purchases, deposits
- *Data Entry and inventory

Community Health Education Internship:

Studio Gaia (Movement & Holistic Wellness Center)

Edwardsville, IL

Fall 2013

- *Event promotion and program preparation
- *Created and disseminated press releases and informational blogs
- *Conducted wellness coaching research and free sessions
- *Community networking
- *Mentored in the "co-active personal coaching"
- *Administratively assisted owner/director

Administrative Assistant/Receptionist (co-op):

State Farm Insurance

Edwardsville, IL

February 2001-June 2001

- *Excellent customer service
- *Sanitation and aesthetic upkeep of facility
- *Administrative duties: phones, postage/mail, filing, deposits
- *Errand running

EDUCATION & PROFESSIONAL DEVELOPMENT

Bachelor of Science: Community Health Education, Cum Laude: Southern Illinois University Edwardsville

Edwardsville, IL |2013

Bachelor of Liberal Studies: minors-History & Religion, Magna Cum Laude- Southern Illinois University Edwardsville

Edwardsville, IL |2008

Semester Abroad: Middle Eastern Culture & Religions (15 credits)- <u>Jerusalem University College</u>	Jerusalem, Israel 2006
Certification: Massage Therapy (608 hours): <u>The Body Therapy Center School of Massage & Bodywork @SWIC</u>	Swansea, IL 2004
Healthy Moves Training (4 hours): <u>Boulder County Area Agency on Aging -</u>	Boulder, Co. 2014
Motivational Interviewing Training (2 hours): <u>Boulder County Area Agency for Aging-</u>	Boulder, Co. 2014
Holistic Healthcare, Chiropractic & Bodywork continuing education: <u>The Parker Seminars</u>	Las Vegas, NV 2012
Massage & Bodywork Continuing Education (66+ hours): Ethics, Reflexology, PNF stretching, Qi Gong, CPR	Multiple Locations 2007-2014

ADDITIONAL RELEVANT EXPERIENCE

Community Health Education Group Senior Project: STI Prevention & Safer Sex for College aged students | Fall 2012

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| *Researched, planned, implemented, and evaluated health education program with target population | *Responsible for 80% of narrative documentation |
| *Piloted program among peers | *CITI human research training completion |
| *Adapted to diverse team dynamic | *Extensive public speaking and presenting |
| *Completed successful, creative, & award winning program | *Presented results to Faculty and community |
| *Created 90 page program guide and lesson plan | |

Grant writing experience: Researched and compiled full grant RFP for Stop TB program| Spring 2011

Injury Prevention Program (team project): Teen Cyber-bullying & Suicide Presentation | June 2010

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| *Researched, planned, & piloted prevention program | *Worked as a team to research and organize data |
| *Collaborated safety training and lesson plan | *Presented intervention and resources to an audience of peers |

Service learning: 12 hours, observed and assisted local wellness coach, compiled nutrition/healthy fats presentation for clients| Summer 2010

Liberal Studies Capstone Project: Independent travel research in Israel/Palestine, Turkey, Greece, Italy | Summer 2007

- *Conceptualized international travel route & research topics
- *Arranged approvals, funding, accommodations and transportation methods
- *Independently investigated history, culture, politics, language and religion of five Mediterranean countries
(Via: interviews, experiencing everyday life, personal photography, literature, history books, and tours)
- *Successful completion of 35 page academic travel journal "Culture & Religion in the Mediterranean"

Language: Basic knowledge of Arabic, two semesters of College Arabic | 2012

Language: Two six week Hebrew Language courses | 2006, 2007

VOLUNTEER EXPERIENCE

Medical Relief Work:	<u>Shevet Achim</u>	Jerusalem, Israel & Kurdish Iraq 2013
Fundraising Campaign/Host:	<u>Chron's & Colitis Foundation</u>	Alton, IL 2009
Pharmacy Attendant:	<u>Deheishe Refugee camp pharmacy</u>	Bethlehem, Palestine 2007
Study Abroad Forum Speaker:	<u>SIUE International Week</u>	Edwardsville, IL 2007
English Tutor:	<u>The Arab School</u>	East Jerusalem, Israel 2006

WHAT KEEPS ME BALANCED

<i>Travel</i>	<i>Learning</i>	<i>Family</i>	<i>History</i>	<i>Serving</i>	<i>Nature</i>	<i>Faith</i>	<i>Spirit</i>
<i>Solitude</i>	<i>Music</i>	<i>Writing</i>	<i>Compassion</i>	<i>Exploration</i>	<i>Physical Activity</i>	<i>Personal Growth</i>	