

Kathryn L. Mifflin
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Business Development and Sales/Marketing/Teaching Experience

August 2012 December 2012	ESL Instructor Puer Middle School Ninger, Yunnan Province, China Instruction of Oral English to Middle and High School students.
February 2012 July 2012	ESL Instructor <u>Shane English Yuxi</u> , Yunnan Province, China English language instruction to young learners (ages 3 - 13). Phonics, reading, writing and speaking using Shane English developed Student Books, Workbooks, CDs.
January 2009 September 2010	Real Estate Assistant <u>Keller Williams, Reno</u> , NV Front Desk/Receptionist/Assistant to Real Estate Agents
February 2008 January 2012 (part-time)	Independent Contractor <u>Mifflin and Associates, Inc.</u> Reno and Las Vegas, NV Administrative, marketing duties for land development in Paraguay, SA.
February 2007 August 2011	Barista <u>Jolt – n – Java</u> , Reno, NV University of Reno Nevada Manage student employees and assist in coffee beverage preparation.
July 2005 To January 2007	Sales and Marketing Associate <u>MDG NV, Inc.</u> 6900 S. McCarran Blvd., Reno, NV Assistant to the V.P. of Sales and Marketing. Responsibilities included developing, proofing and editing print advertising for 4 new home developments.
September 2004 To June 2005	Real Estate Assistant <u>Superior Realty</u> 5660 S. Green Street, SLC, UT Assisted lead sales agent with researching REO properties; contacted NOD prospects for re-purchase of properties; performed other administrative duties.
May 2003 To August 2004	Real Estate Associate - Licensed in Nevada #55940 <u>Advanced Realty Professionals</u> 512 Victorian Ave., Sparks, NV Assisted Brokers with listings, Open Houses, and buyers in the greater Reno/Sparks area.
May 2003 to August 2004	Substitute Teacher <u>Washoe County School District</u> - Reno, Nevada Instructed classes for absentee teacher grades K - 12.

October 2001
To May 2003

Independent Associate
Pre-Paid Legal Services, Inc. Reno, NV
Responsibilities included introducing the 'Pre-Paid Legal Membership' service to individuals/families, small business owners and to corporate America as an employee benefit, to generate revenue and new market expansion throughout North America.

June 2000
To October 2001

Pharmaceutical Sales Representative
Ventiv Health, Inc. Reno, NV
Marketing and promotion of Insulin products to physicians, nurses, pharmacists, and Certified Diabetes Educators in Northern Nevada and Northern California. Organized and participated in diabetes educational programs in the above territories.

July 1995
To March 2000

Sales and Promotion Representative
University Studies Abroad Consortium
University of Nevada, Reno
Responsible for national and international marketing and promotion of 22 university-level study abroad programs to students, parents, educators, and academic administrators. Represented and dispersed information via media, internet, large group presentations and Study Abroad Fairs.

May 1994
To July 1995

Sales Representative
The Standard Register Company Reno, NV
Responsible for the marketing and sales of business forms and equipment to the healthcare and hospitality industries in the Northern Nevada territory. Increased sales by 12 percent in the time period of employment.

March 1992
To March 1994

Pharmaceutical Sales Representative
Abbott Laboratories Las Vegas, NV
Responsibilities included marketing antibiotic and hypertension pharmaceutical products to medical professionals in Las Vegas and areas of Southern Arizona. Organized quarterly Continuing Education programs for the territory. Successfully reached or surpassed sales quotas for two years, while increasing market share for main products by 15 percent.

August 1990
To May 1992

Graduate Assistant, Department of Management
University of Nevada, Las Vegas
Conducted extensive research and statistical analysis for professors in the Management Department; assisted in instruction of computer laboratory classes; tutored business students in various disciplines.

January 1990
to March 1992

Substitute Teacher
Clark County School District - Las Vegas, Nevada
Instructed classes for absentee teacher grades K - 12.

Education

University of Nevada, Las Vegas
M.B.A. May 1992 G.P.A. 3.88/4.0

University of Nevada, Reno
B.S. Biology December 1987 G.P.A. 3.79/4.0

ITTT TEFL Certification
March 25, 2009

