

Erin Gahan Clark E-RYT 500

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sacredsurrendering.com

Professional Summary:

Open minded, open hearted individual seeking new opportunities for growth and expansion. Writer/editor, musician, manager, coordinator, yoga instructor, ceremonial and ritual space holder, wedding minister. Eager to learn and support others on their paths. Reliable, self-motivated and hard working.

Work Experience:

Self-Employed: Yoga Facilitator and Ceremonial Space Holder

February 2007-Present

Asheville, NC

Baltimore, MD

LaPlata, MD

Philadelphia, PA

- Guide individuals in yoga asana, meditation, pranayama, yoga nidra, sound journey, chanting, Rapé (sacred tobacco snuff) & Sananga (eye drop plant medicine) experiences; Preparation and integration guide for individuals working with plant medicine.
- Work one on one or in small groups.
- Host and lead monthly Devotional Song Shares and Chanting/meditation groups.
- Co- facilitate Women's Rest Retreats.
- Create and manage social media (Facebook and Instagram) and website: <https://www.sacredsurrendering.com/>
- Send monthly newsletter and blog via Mailchimp.

**Truth is One Interfaith Church:
Community and Administrative Coordinator, Ceremonial Space Holder,
Preparation & Integration Support, Copy Provider and Copy Editor**

April 2019-Present
Asheville, Swannanoa & Burnsville NC

- Responsible for correspondence via phone calls and email.
- Screen potential clients over phone and in person.
- Answer any incoming questions or concerns from the community.
- Set up and maintain online scheduling software (Retreat Guru).
- Provide preparation and integration support for participants in meditation retreats and the larger community.
- Create invitations and blogs via Mailchimp for meditation retreats.
- Create Google forms: Health Questionnaire, screenings, etc.
- Copywrite provider and editor.
- Keep track of payments, credits and balances.
- Create and update attendance spreadsheets.
- Create postcards via VistaPrint.
- Handle registration and money collection for all meditation retreats.
- Provide facilitator support during meditation retreats: help participants with their process, provide live music and singing.

**Clever Girl Writing: Publishing Company ~ Hot Book Finds:
Blog Contributor**

July 2020-March 2021
Virtual contribution

- Wrote and edited blog posts: Listicles and narrative blogs

Veda Studios:

Studio and Work Study Manager, Copy Provider and Copy Editor

January 2019-March 2020
Asheville, NC

- Managed schedules and duties for five work study members and one employee.
- Hired and trained new teachers and work study members.
- Created and implemented training and procedures manual.
- Primary Copywrite contributor and copywrite editor.
- Was responsible for responding to daily emails and answering phone calls, updated websites, scheduled workshops, classes and events, payroll, deposits, and other general office duties.
- Handled studio and treatment room rentals.
- Designed and updated a monthly newsletter and blog via Mailchimp.
- Was the “go-to” person for all staff, teachers and work study members for any and all of their work-related needs or concerns.
- Maintained inventory and ordering of supplies.
- Paid bills and kept track of maintenance needs.
- Included use of Microsoft word, excel, G-Suite and MindBody Online scheduling software.

Violet Owl Wellness:

Retail Associate & Yoga Instructor

September 2018-January 2019
Asheville, NC

- Responsible for opening, closing and working the desk as well as the register at a retail shop that carries yoga supplies, nutritional supplements, gifts and decorations.

- Exhibit knowledge of products, patience and kindness to help customers purchase exactly what they want and need.
- Sign in yoga classes and workshops using MindBody Online.
- Organize and help with displays.

Self-Employed:
House and Pet Sitter

September 2016- June 2018
Baltimore, MD

- Attended to homes, plants, cats and dogs while owners were away.
- Served five families

Medstar Union Memorial ~ The Joy Wellness Center at Shepherd's Clinic:
Wellness Program Coordinator, Copy Provider and Copy editor

March 2013-September 2016
Baltimore, MD

- Assisted the Joy Wellness center director in running a wellness center attached to a clinic that serves low income, uninsured, under-served communities.
- Worked hand in hand with program director to create and manage classes and programs.
- Primary copywrite contributor and copywrite editor.
- Developed and administered at least two classes per quarter appropriate for community benefit and the participants of Joy Wellness Center.
- Co-facilitated American Lung Association Freedom from Smoking Course.
- Facilitated weekly mindfulness meditation/breathing classes.
- Filled in as a substitute yoga teacher when needed.

- Coordinated training and tasks for anywhere between ten to twenty administrative volunteers.
- Responsible for training all incoming administrative volunteers in use of Centricity Practice Solutions (computer software).
- Responsible for training all incoming administrative volunteers in general day to day responsibilities.
- Coordinated the schedules and orientations for provider volunteers.
- Created daily, weekly and monthly to-do lists as well as side work lists for administrative volunteers.
- Provided guidance, developmental feedback and references for administrative volunteers.
- Provided orientation for nutrition interns to wellness charting and notation.
- Led monthly wellness orientations: group and individual sessions introducing clinic patients to the wellness center. These orientations include sections on understanding stress and how to cope with the symptoms of stress, experiential section demonstrating and guiding yoga and meditation, and one on one consults with each patient where their individual needs are discussed, and appointments are scheduled.
- Assisted in leading monthly cooking demonstrations. Included creating recipe, cooking and giving a short talk to patients about the health benefits of the food and how to prepare
- Formed partnerships with licensed massage therapists, certified yoga teachers and meditation practitioners in order to bring their services to Joy Wellness Center.
- Responsible for charting patient activities and progress and for communicating this information to the medical clinic staff and medical charts.
- Met with and interview potential practitioners and administrative volunteers.
- Ran quarterly reports.
- Processed referrals.
- Pulled history and physicals, labs and demographic data for patients.
- Provided server clean up and organization.
- Created monthly calendars of events and monthly emails to patients.

- Assisted in designing, preparing for and taking care of organic vegetable and herb garden.
- Set up rooms for classes, services, meetings and other events.
- Checked patients in and out and see that they get to and from their appointments.
- Supported patients, volunteers, staff members and practitioners in many facets.
- Liaison between patients and practitioners, clinic and wellness center staff.
- Created and update multiple excel spreadsheets on attendance and patient data.
- Responsible for creating and maintaining a safe, soothing atmosphere.
- General office duties: filing, answering emails and phone calls. Schedule appointments, make reminder calls and complete data entry.
- Responsible for maintaining inventory of supplies.
- Created and implemented a wellness charting and notation protocol for nutrition interns.
- Created and implemented a Centricity Practice Solutions training manual that is used throughout the wellness center and clinic.
- Created and implemented a wellness center policies, procedures and protocols manual.

** Included use of Centricity Practice Solutions, Centricity EMR, Biosoft Medical World Scheduler, Mind Body Online and Microsoft Word, Power Point, Publisher, Excel and Outlook.

Apothecary Wellness:
Spa Coordinator

September 2012-March 2013
 Baltimore, MD

- General office duties: filed charts, answered emails and phone calls. Scheduled appointments and data entry: updating client attendance forms.
- Ran register.
- Checked clients in and out and walked them to the waiting room.

- Liaison between clients and therapists and between therapists and management.
- Responsible for laundry, preparing rooms and product samples.
- Included use of Mind Body and Microsoft Excel

Baltimore Yoga Village:
Studio and Work Study Manager, Copy Editor & Yoga Instructor

December 2011-March 2013
Baltimore, MD

- Managed schedules and duties for 25 work study members.
- Hired and trained new work study members.
- Created and implemented training manual.
- Copywrite contributor and copywrite editor.
- Was responsible for responding to daily emails and answering phone calls, updated websites, scheduled workshops, classes and events, payroll, deposits, and other general office duties.
- Designed and updated a weekly newsletter via Constant Contact.
- Was the “go-to” person for all teachers and work study members for any and all of their work-related needs or concerns.
- Maintained inventory and ordering of supplies.
- Entered inventory into the computer.
- Paid bills and kept track of when maintenance was needed for two studio locations.
- Included use of Microsoft word, excel, and MindBody Online scheduling software.

Fairhaven Sudbury School:
Substitute Staff Member

February 2012-March 2013
Upper Marlboro, MD

- Filled in when staff members were ill or on vacation. Supported students ages 5-19 in pursuing their curiosities and interests. Whether it be exploring outside, creating in the art room or practicing mathematics.

St. Timothy's High School for Girls:
After School Coach/Yoga instructor

November 2009-February 2013
Baltimore, MD

- Coached and taught the philosophies and postures of yoga as well as breath and meditation techniques to a group of young ladies grades 9-12.

Wildlake High School Slayton House ~ Camp of the Arts:
Camp Counselor

Summer 2008
Columbia, MD

- Taught and directed children grades 6-9. Introduced students to games and basic theatre knowledge, including movement techniques, speech and singing. Assisted in the writing and production of a short play.

Fit Life Training Center:
Front Desk Manager

April 2007-September 2007
LaPlata, MD

- Managed schedules and duties for 6-8 employees.
- Maintained accurate inventory and ordered all supplies as needed.
- Organized owner's schedule and appointments.
- Sanitized all equipment and mats. Answered phone calls and responded to emails.

- Handled standard office duties which included use of Microsoft Outlook, Word and Excel.

Training and Education:

- Amrit Institute 60 hour IAM (Integrative Amrit Method) Yoga Nidra Certification Program (Amrit Institute- Annapolis MD 2018)
- Jivan Yoga School (Baltimore Yoga Village)- 300 hour Certification Jivan Yoga Teacher Training Certification, May 2015
- Dhyana Yoga- 200 hour Vinyasa Yoga Certification, February 2007
- The University of the Arts- BFA in Acting, May 2005
- The College of Southern Maryland, classes in journalism and psychology, 2000-2001

Additional Skills and Interests:

- E-RYT 500, Reiki practitioner, wedding minister, blogger, avid chanter, meditation, altar-making, mindfulness practice, oracle reading, cat lover, trained in International Phonetic Alphabet, fire twirling (poi), singing, bhajans, baritone ukulele, guitar, piano (beginner)