

IMARI HARDON

VIRTUAL ASSISTANT



Imari is a friendly, upbeat, charismatic young woman with years of experience in creative expression, teamwork, leadership and administration. Her intelligence, innovative ideas, intuition and proficiency at multi-tasking, make Imari a valuable and efficient addendum to any team. The time gap on her resume is attributed to her 5 year appearance in the Tony Award Winning B'way Show Avenue Q.

SKILLS

- Effective written & oral communicator
- Content & Presentation creation
- Light video editing
- Customer development, satisfaction & retention
- Strong interpersonal skills
- Natural intuition & empathy
- Warm, engaging, personable manner
- Outstanding administrative assistance
- Technological proficiency including Windows/Mac OS, Salesforce, Mailchimp, Zoom, Google Workspace & Square
- Incorporating creativity into pedestrian tasks
- Natural leader, comfortable managing groups

WORK EXPERIENCE

LIMITED PERMIT CLINICIAN - OWNER E3 Therapy | March '22 - Current

- Performs supervised individual and group counseling, crisis intervention, consultation/outreach, and providing appropriate referrals under supervision by Kimberly Hershenson, LCSW, CASAC-T
- Continuing education and research to strengthen competency
- Maintain paperwork and organizational system
- Create branding, website and marketing materials

STUDENT SUCCESS COORDINATOR/ MARKETING ASSOCIATE

Jacob Krueger Studio | Dec '19 - March '21

- Responsible for coordinating schedules for owner, administrative staff, and mentors
- Content creation, graphic design, social media engagement and Eblast design
- Customer retention, lead generation and satisfaction facilitation
- Answer phones, deliver messages, and check voicemail
- Monitor classes, Mentor liaison and assistant
- Troubleshoot technical difficulties for students and mentors

REFERENCES

Claudia Benack - Professor & Admin Client - (412)841-8416, benack@andrew.cmu.edu
Summer Hyde - JKS Studio Manager- (718)869-2725, summer@writeyourscreenplay.com
Ben Cameron - B'way Sessions Creator- (917)312-6373, bwaysessions@gmail.com

EDUCATION

NEW YORK UNIVERSITY

Master of Mental Health Counseling - Fall '19 - Spring '22

Related Coursework – Psychodrama w/ Dr. Nina Garcia, Trauma Theoretical & Clinical Perspectives, Ab Psych, Group Dynamics, Cross Cultural Counseling, Human Growth & Development, Vocational Development, Individual Counseling, Mental Health and Wellness Foundations
Summa Cum Laude

CARNEGIE MELLON UNIVERSITY

Bachelor of Fine Arts in Drama - Fall '09 -Spring '13

Related Coursework – Acting, Improvisation, Movement, Voice, Alexander Technique, Interpretation and Argument, Dramaturgy, Research
Summa Cum Laude

CLINICAL MENTAL HEALTH INTERN

The Inner Stage | March '21 - April '22

- Performed counseling, & crisis intervention for individuals and groups under clinical supervision by Valerie Simon, LCSW, TEP
- Homogenized existing logos, and created graphics and flyers to promote clinic events
- Created organizational system for clinical documents
- Provide technical assistance

ASSOCIATE PRODUCER

Broadway Sessions | Jun '16 - Jun '20

- Administrative Assistant to creator, Ben Cameron
- Facilitate scheduling and correspondence with guests
- Maintain the YouTube Channel & social media presence
- Ensure maintenance of our relationship with the venue
- Help conceptualize nights that will be beneficial to the community and our schedule

TEACHER'S ASSISTANT

Carnegie Mellon University | Jul '10 - May '13

- Clerical tasks including organization, brief communications & office maintenance
- Admin assistance, class coordination & technical assistance

CONTACT INFO:

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