

SARAH LEE PARKER MANSARE

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CAREER OBJECTIVE:

Build a bridge of cultural exchange between people of Guinea, West Africa and the United States and other western countries.

QUALIFICATIONS:

- Excellent Communication Skills (one on one, group and written)
- Excellent Coach, Teacher and Manager
- Accomplished Project/Event Manager
- Highly Organized
- Effective Systems Creator
- Solution-based/Creative Problem Solver
- Effective Negotiator and Promoter
- Strong Computer Skills: MS Word, Excel, Outlook, MS Publisher
- Very Familiar with Non-Profit Organizations and Fundraising

CAREER HISTORY:***FOUNDER, OWNER AND COO; One World Dance & Drum, LLC., 1995-present.***

(This company offers dance, drum and intercultural education and experiences to Americans and Africans, and imports African art, clothing and instruments.)

- Schedule, manage, promote and deliver 3-7 weekly community African dance and music classes
- Schedule, organize and deliver school performances, residencies, lectures and workshops all over the Pacific Northwest and Southwestern Canada
- Inform, update and send newsletter to our 1,600 person email distribution list with community and cultural event information
- Schedule, organize, promote and lead 2-4 annual cultural tours to Guinea, West Africa
- Organize and deliver the weekly 4 hour rehearsals for our 15 person West African dance and drum practice/performance group
- Manage purchasing, importing, sales and shipping of African art, clothing and instruments
- Handle the administrative processes for our office

PERSONAL TRAINER; Allstar Fitness. 2005-2013

(This company runs 5 fitness and health workout facilities.)

- Promote and sell training
- Deliver Personal Training to members

SENIOR MANAGER; Raising More Money, Inc., 2001-2005.

(This company trains non-profit organizations in a system for fundraising.)

- One of three members of the Senior Management Team and Strategic Future Team which grew this company from 6 to 52 employees, and from 10 to 36 workshops per year, increasing the number of participants in our courses from approximately 350 to 2,500 each year
- Created, managed and held to account for the \$3.6 million Workshop Department budget
- Hired, trained and managed the Registrars, Enrollment Team, Workshop Logistics Staff, Production Staff, and Alumni Staff
- Managed the out of office Introduction Leader, Coach and Instructor teams

TRAINING MANAGER; Shining Star Health Institute, 2000-2001.

(This company trains people in nutrition, nutrition education and product sales.)

- Designed and delivered trainings on goal setting, time management, system development and record keeping
- Assisted owners in redesigning lines of communication with their team members

COMMUNICATION PROGRAM MANAGER; Landmark Education Corporation, 1998 – 2000.

(This training company offers innovative courses on effectiveness and communication to adults and children.)

- Accountable for Customer Service – created this department where none existed prior
- Enrolled, registered, managed, trained and developed 63 adult participants in the Team Management and Leadership program; increased program from 17 to 63 participants
- Managed the Volunteer Program (539 adult participants) in the Seattle, Spokane, Portland and Eugene areas; increased program from 137 to 539 volunteers
- Secondary Finance Manager

ASSISTANT PHYSICAL EDUCATION DIRECTOR, West Seattle YMCA, 1995-1998.

(This organization works with people in all different capacities to build strong communities.)

- Received and resolved member comment/complaint cards – 8,000+ members
- Hired, trained and managed 60-65 part-time staff to deliver approximately 100 fitness classes weekly
- Hired, trained and managed Kids' Gym coordinator to hire train and manage 10-15 part-time staff – produced the two most successful “Healthy Kids Days” with 200 and 250 people attending
- Scheduled, budgeted and promoted all existing fitness programs
- Created new fitness classes – created and taught “African Rhythm Workout Class” which averaged 40 people attending biweekly
- Ran “Staff Partners with Youth” fundraising campaign – exceeded goal

WILDERNESS INSTRUCTOR/DIETARY SPECIALIST; Outside-In School of Experiential Education, 1992-1995.

(This school works with teens that are in trouble with the law.)

- Supervised and supported 18 adjudicated teenage boys
- Planned, purchased, prepared and documented meals for wilderness school – acknowledged by DSHS for dietary excellence
- Taught HS Biology, Physiology, PE, and Nutrition classes

EDUCATION:

University of Minnesota; Minneapolis, MN; 1989-1992.

- Graduated with honors and a 3.9 GPA.
- Earned Bachelors of Science degree from the Inter College Program titled “Health and Wellness”:
 - Department of Education: Kinesiology/Exercise Science
 - School of Social Work: Youth Studies
 - School of Public Health: Public Health

INTERNATIONAL TRAVEL EXPERIENCE:

- Guinea, West Africa: from 2.5 to 8 months each year since 2006
- Guinea and Senegal West Africa; March-May, 2005
- Guinea West Africa; January-February, 2005
- Mexico; January 2005
- Guinea and Senegal West Africa; January-February, 2004
- Mexico; January-February 1994
- Finland; August 1987-August 1988
- Belgium; July-August 1986

INTERESTS & EXPERIENCES:

- Co-Founder and Manager: Guinea Exchange (501c3) 20013 - present
- Member: Wassaso, a 50 member West African Dance Company in Conakry, Guinea, February-May 2012
- Founder and Board Member: Guinea Kids Education Fund (501c3), 2005-2013
- Member: Hamanah Don West African Dance Company 2003-2005
- Member: University of Minnesota, Minneapolis Repertory Dance Company 1990-1992