

# ANGELA POE

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## SUMMARY

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- Detail-minded individual combining strong interpersonal and communication skills with experiences in leadership, customer service and training.
- Skilled at learning new concepts quickly, working well under pressure and communicating ideas clearly and effectively.

## PROFESSIONAL DEVELOPMENT

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9/2021-Present

**Institutional Director**, *Nashville School of Massage Therapy*

- **Institutional Director** Responsible for completing all admissions paperwork for new students; Maintaining student files throughout student life cycle; following up with students academic progress; administrative duties: hiring new instructors, maintaining THEC authorization, maintaining massage establishment license; managing staff/meetings; orders for books/uniforms; sub teaching as needed.

12/2015 - 8/2021

**Lead Massage Instructor**, *Georgia Career Institute*

- **Director of Massage Program** 11/2017-8.2021t: Responsible for completing all paperwork for new and graduating massage students including paperwork to the massage board and FSMTB; hiring/training new instructor; instructor evaluations; completing reports for program class reports;
- Instructing students in massage therapy techniques/modalities; Anatomy & Physiology, Kinesiology, Deep Tissue, Myofascial Techniques, Massage Therapy Clinic Supervisor.

1/2016 - 4/2016

**Massage Therapist**, *Massage Envy*

- Responsible for providing clients with therapeutic massages based on their individual needs and requests.

7/2013- 12/2015

**Lead Massage Therapist**, *Massage Envy*

- Responsible for providing clients with therapeutic massages based on their individual needs and requests.

1/2011- 7/2015

**Massage Therapy Instructor, *Miller Motte Technical College***

- Instructing students on massage therapy techniques/modalities; Kinesiology; Massage Therapy Clinic Supervisor.

5/2010- 12/2010

**Massage Therapy Instructor, *Daymar Institute***

- Instructing students on massage therapy techniques/modalities; Anatomy & Physiology; Massage Therapy Clinic Supervisor

06/2009 - 4/2010

**Physical Therapy Technician, *S.T.A.R. Physical Therapy***

- Assisting Physical Therapists with patients, and data entry.

10/2008 - 4/2009

**Massage Therapist, *Memphis Grizzlies***

- Responsible for providing athletes with sports massage before games.

7/2007 - Present

**Mobile Massage Therapist, Self**

- Provide therapeutic massage service to clients on a mobile/in home basis.

7/2007 - 11/2008

**Massage Therapist, *Serenity Day Spa***

- Responsible for providing clients with therapeutic massages based on their individual needs and requests.

**EDUCATIONAL DEVELOPMENT**

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★ **Associate of Applied Science, Physical Therapist Assistant, *Daymar Institute***

★ **Diploma in Massage Therapy, Massage Therapy, *Concorde Career College***

★ **Bachelor of Science in Education, Exercise and Sports Science/Health & Human Performance, *The University of Memphis***

★ **High School Diploma, *Kenwood High School***

**CERTIFICATIONS**

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- License in Massage Therapy (LMT), 2007-present
- Nationally Certified in Therapeutic Massage and Bodywork (NCTMB), 2007
- First Aid/CPR/AED