

***Leah Threats***  
Evergreen State College  
Tacoma WA 98405  
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***Summary:*** Energetic, driven, and passionate certified behavioral technician/educational support professional. I believe there are many alternative ways to learn and process in any environment.

This is exceptionally true for individuals of diverse backgrounds. I'm a true advocate of individuals within any vulnerable population. Understanding the importance of one's culture, impact of language barriers, and any family/life adjustments. I approach situations holistically and view myself as someone that can and will have an impact on every individual I meet. I strive to leave a positive impression.

### ***Areas of Expertise:***

#### ***Admin/Customer Service***

- People Management Skills
- Distributive Education Clubs of America (DECA) – Marketing, Finance, Management
- Microsoft Word, Excel, PowerPoint
- Able to handle multiple projects, assertive, good communicator, goal oriented, very self-motivated, with organization skills.
- Youth Mentor
- Church Administrative Assistant
- Admin for Excel CNA School (Student Liaison, File Clerk, Tests/Quizzes, Registrar)
- Office Assistant (File Clerk, Greeting, Customer Service)
- Student and Activities (S&A) Office Manager -The Evergreen State College (TESC-2022)
- Member of Sankofa Cultural Reconnection Delegation (TESC, 2023)

#### **Administrative Support**

- Coordinate Weekly Staff Schedules, and Meetings
- Medication Disposal, Refills, Documentation
- Power Point Presentations
- DECA Member

#### **Human Services**

- American Sign Language (fair knowledge of Deaf Culture, ASL)
- Certified Behavioral Tech (Autism, Behavioral Health/ABA therapy, Co-Occurring Disorders)

- Implementation of IEP, BIP, Functional Behavioral Assessments
- Data Collection
- Parent/Teacher liaison
- CNA experience (Dementia, Hospice Care)
- Crisis Intervention

### **Personal Development**

- Personality Adjustment Course
- American Sign Language II
- Dementia Training
- Right Response Training
- Registered Behavior Tech Relias Training
- CPR/First Aid
- Violence Prevention/De-Escalation Training
- Cultural Competency
- Nurse Delegation
- HIV/Aids Education
- Certificate of Natural Medicine
- Certificate of Educational Support Professional
- Certificate in Special Education (Para)
- Meditation/Yoga Training (Current)

### **Five-Year Work Experience:**

**Tacoma Public Schools** Educational Support Professional-Tacoma WA  
August 2022-Current

**Hopeful Hands Inc.** CBT/ Certified Behavioral Therapist- Hopeful Hands Inc - Bellevue, WA  
April 2017 to July 2022

**PSRS** Community Support Specialist/Site Lead – Puget Sound Regional Services- Renton, WA  
August 2015 to March 2017

**Common Goals** Nursing Assistant Registered -Common Goals - Lakewood, WA  
August 2014 to August 2015

***Excel Health Careers & Training***  
March 2014 - August 2015  
Administrative Assistant

### **EDUCATION:**

**Pilgrim High School | Warwick RI | Graduate 2000**

**Community College of Rhode Island | Human Services| Lincoln Campus| 2013**

**Charter College| Medical Assistant| 2015**

**Relias| Registered Behavior Technician| 2018**

**Evergreen State College| Liberal Arts | BA**

**Technical Skills:**

**Microsoft | Outlook| Power Point | Excel | Canvas | Electronic Health Records**

**Other Skills:**

**DECA**

**1998-2000**

**DECA prepares emerging leaders and entrepreneurs in marketing, finance, hospitality, and management in high schools.**

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