

Kathleen Miller

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Highlights of Qualifications

- ✓ Excellent interpersonal skills, conscientious and customer-focused.
- ✓ Well-organized; manage priorities well; detail oriented; accurate; efficient.
- ✓ Foster collaborative, cooperative and trusting relationships.
- ✓ Maintain composure in difficult situations.
- ✓ Demonstrate professionalism and integrity in working with others

Other Strong Qualifications

- ✓ Office administration; supervisory experience.
- ✓ Strong communication skills with the ability to convey information patiently.
- ✓ Resourceful; reliable; bondable.
- ✓ Blueprint reading; records management and land experience.
- ✓ Technologically adept and knowledgeable using Microsoft and Google products, various social media.
- ✓ Adept at following regulations, policies and procedures

Career Development

Marriage Officiant, SAY I DO Ceremonies, Edmonton, AB 2006 – Present

- ✓ Meet with couples to capture the vision for their special day.
- ✓ Interview and guide couples to personalize their vows and ceremony.
- ✓ Create binding contracts for services with arrangements for invoicing, deposits and final payment.
- ✓ Rehearse choreography for ceremony.
- ✓ Communicate with venue staff and coordinate with DJ's.
- ✓ Perform wedding ceremony at selected location.
- ✓ Timely completion of all required documentation; register marriage with Vital Statistics.

Funeral Celebrant, Honoring Life's End, Edmonton, AB 2006 – Present

- ✓ Meet with the family representative(s) and support them in their planning and decision making.
- ✓ Create a meaningful final tribute for the deceased.
- ✓ Agree to services with arrangements for invoicing, deposits and final payment.
- ✓ Perform funeral, memorial, and graveside services.

Minister, Centre for Spiritual Living Edmonton – Metro, Edmonton, AB 2006 – Present

- ✓ Member of the core Leadership team.
- ✓ Retreat designer, teacher and facilitator for accredited classes and workshops.
- ✓ Have authored, developed and facilitated various workshops and presentations.
- ✓ Public speaking; spiritual counselling.
- ✓ Active as a part-time volunteer leader in a very dynamic spiritual community.

End of Life Consultant

Personal funeral planning sessions: What happens between your last breath and the services of a funeral home? Planning your life's end.

- ✓ Educating families on their rights and the law through facilitated sessions
- ✓ Empowering people in decisions that align with their values prior to meeting with funeral homes.

Previous Career

Piping Designer, Trainer and Supervisor

Stantec (10 years) and Various Engineering Firms – Calgary and Edmonton, AB..... 1983 - 2013

- ✓ Very strong team player in a project and deadline driven environment.
- ✓ Was responsible for the accurate and timely production of piping and mechanical drawings.
- ✓ Kept current and used the latest computer technology.
- ✓ Started in production, then became a trainer and advanced to supervisor over the course of my career.
- ✓ Corporate Training at Stantec included *Leadership, Cultural Diversity and Project Management*.

Education and Seminars

Ministerial Training, Centres for Spiritual Living, Edmonton, Alberta..... 1992 - 2006

Spiritual Leadership, Centers for Spiritual Living, Golden, Colorado, USA..... 2002 - 2006

Learning objectives included:

- ✓ Application of theories and practices in the fields of Education, Leadership, Philosophy, Science, Psychology, and Religion.
- ✓ Development of the understanding and skills to facilitate spiritual development in self and others.
- ✓ Applying and practicing the values of spiritual leadership and guidance.
- ✓ Became familiar with numerous cultural and spiritual traditions.

Final Passages End of Life Training, Sebastopol, California, USA..... 2013 - 2014

Course work included:

- ✓ Planning
- ✓ New and ancient customs; multi-cultural perspectives.
- ✓ Ceremonial styles and rituals and being a Celebrant.
- ✓ Grief and family dynamics.
- ✓ Current political issues.
- ✓ Green burials and shrouds

Government of Alberta, Clergy License..... 2006

Other Personal Development/Seminars

- ✓ Exploring the Need to Grieve and Mourn: Healing Yourself, Your Family and Friends - Allan Wolfelt
- ✓ Die Wise – Stephen Jenkinson
- ✓ The Final Journey: Becoming a Compassionate Companion, AB Hospice Palliative Care Association
- ✓ Visioning – Michael Bernard Beckwith
- ✓ Loving into Grace – Mastin Kip
- ✓ Professional Speaking – Bill Gove
- ✓ Myers-Briggs

Engineering, Design & Drafting, SAIT (Southern Alberta Institute of Technology), Calgary, AB..... 1983

High School Diploma, Alberta Vocational Centre, Calgary, AB 1981

References Available Upon Request or At Interview