

Cactus Moloney

48353 Lakeside Avenue, Soldotna, AK 99669

cactusrose25@yahoo.com

Professional Experience

Substitute Teacher

Kenai Peninsula Borough School District, Soldotna, AK

October 2021-Current

- Providing kindergarten to twelfth grade students with educational instruction as outlined in lesson plans
- Uphold a safe, orderly environment and take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Consistently requested by students, teachers, and schools
- Adapt to new demanding classroom environments, bringing a wide range of a comprehension from chemistry to home economics, utilizing interactive smart boards, Google Slides and PowerSchool
- Punctual with constant schedule changes and traveling to different locations

Outreach Coordinator

*Moonflower Community Cooperative, Moab, UT
2017*

July 2015-March

- Enhanced community awareness by organizing multiple free educational events each month, resulting in increased visibility, 20% acceleration of new memberships, and 5% increase in renewal memberships
- Promoted company mission with designing, developing, and presenting effective educational materials, including brochures, social media updates, monthly newsletters, and member sponsored events
- Generated public interest and increased monthly sales by 15% through drafting, formalizing and disseminating online, print, and traditional media promotional strategies to the greater southeast UT area
- Managed front store operations, including clerical duties, accounting processes and closings
- Provided internal support for maintaining, analyzing, and reconciling advertising and donation budgets
- Assisted in the total renovation of the co-op building; using media and in-store signage to communicate daily construction updates to patrons

Library Chair

Panaga Club Library, Kuala Belait, Brunei

August 2011-March 2015

- Managed library committees and circulated newsletters and monthly meeting notes to stakeholders
- Organized open house opportunities to promote literacy and inspire reading for children
- Completed special construction project in successfully adding a creative mural to the library entrance
- Presented, organized, and hosted monthly art exhibitions highlighting the talent potential of the region
- Created efficient cataloging system to ensure prompt return of library materials and assets
- Led an effort to track, identify and retrieve unused books, resulting in replacing bottom 10% of unused books with in-demand, culturally significant and globally recognized literature

Key Skills

Published author of "Beware of Flight Attendant," "Fear the Joneses," and coming soon, "Escape the Trailer Park."

Education

Bachelor of Arts in Technical Journalism and English
Colorado State University

May 2002