

Ilda DeBord, LMT
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EDUCATION:

New Mexico State University: Las Cruces, NM

Candidate as senior of Business Administration in Management
Associate in Pre-Business, May 1993
Associate of Arts, January 1991

Mesilla Valley School of Therapeutic Arts: Mesilla, NM

Diplomas Massage Therapy, May 2002

State of New Mexico Massage Therapy Board: Albuquerque, NM

Licensed Massage Therapist, August 2002

National Certification for Therapeutic Massage and Bodywork: Nationally

Certified in Therapeutic Massage and Bodywork, September 2002

American Massage Therapy Association Member (AMTA): September 2002

Nationally insured

To obtain employment within the growing community's potential, and to fully utilize all my work experience.

PROFESSIONAL EMPLOYMENT:

State licensed and Nationally certified Massage Therapist: About You Massages, LLC

Accounts Receivable: Georgia Pacific/Vista Corrugated

Senior Dispatcher: TCI CableVision/Comcast

Front Office Clerk: Mesilla Valley Rehab, PA

Administrative Secretary II: Emergency Civil Preparedness

CERTIFICATES:

OSHA VPP Status 2003, USA OPM Notice of Results GS-07 in 2000; w/clerical test score 80.5 in 1990.
Hospice Compassus 2009, Volunteer @ St. Martin's Hospitality Center 2008, Exceeding Expectations
2000, Superstar Award 8/ & 12/2006. 63WPM

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SEMINARS:

HIPAA Training, Ethics: Model of Communication, Prevention of Medical Errors, Boundary Setting, Orthopedic Massage, Medical Massage, Spanish for Health & Medical Service Personnel, How to Manage Conflict, Leadership & Motivation.

EXPERIENCE:

About You Massages, LLC (4/01/2002 – present) Licensed Massage Therapist:

- *General systems theory in holistic health, medicine, life-styling, and disease prevention
- *CPR, & First-Aide training
- *Mobile massage, late appointments, health insurance billing
- *Hot towel treatment for scalp & feet, wellness packages, gift certificates
- *Assess soft-tissue conditions for relief from pain through medical massage techniques
- *Fundamentals in orthopedic assessment skills, with muscle therapy in mind

St. Martin's Hospitality Center (04/11/2008-current) Volunteer by Donating Massage:

- *Bring together services critical to helping citizens facing homelessness
- *Partnership between Greater Albuquerque, Chamber of Commerce, NM Coalition to end Homelessness, Albuquerque Police Department, Albuquerque Connect to Care, ComCast, SMHC.

Bodywise Massage & DaySpa (08/01/2005-06/08/2007) Licensed Massage Therapist:

- *Assess soft-tissue conditions for relief from pain through medical massage techniques
- *Fundamentals in orthopedic assessment skills, with muscle therapy in mind
- *General systems theory in holistic health, medicine, life-styling, and disease prevention

Indulgences Salon & Day Spa (04/01/2005-09/18/2005) Licensed Massage Therapist:

- *Body scrubs, butters, polishes, facials, and scalp or over-all body massage

Georgia Pacific/Vista Corrugated (02/15/2003-01/23/2005) Accounts Receivable:

- *Confidant to Operations Manager for clients of over \$100,000.00/week dues
- *Responsible for bank deposits, and wire transfer confirmation for Mexico plants
- *Advise corporate office on credit applications and corrections for client accounts

Tom Young's Fitness Club (04/01/2002-05/01/2004) Licensed Massage Therapist:

- *Assess soft-tissue conditions for relief from pain through medical massage techniques
- *Fundamentals in orthopedic assessment skills, with muscle therapy in mind
- *General systems theory in holistic health, medicine, life-styling, and disease prevention
- *Office sanitation; internal and external hygiene

Barnett Harley-Davidson/Buell (03/23/2002-04/25/2002) Motor Clothes:

- *Responsible for second floor reduced-priced merchandise lay-out and display
- *Performed as part of the highest customer service team in the world

TCI CableVision of Las Cruces (06/05/1997-08/24/2001) Senior Dispatcher:

- *Confidant to line supervisors providing updates on quantitative, and qualitative methods
- *Analyze data levels in resolving work force availability and progress for reulation of load spec's

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*Dispatch network technicians, installers, and contractors (workforce of over 45) to cable complaint sites

Mesilla Valley Rehab, PA (02/06/1996-03/12/1997) Front Office Coordinator:

*Medical transcription; initial evaluation, re-evaluation, daily notes, doctor letters, and discharge summaries

*Plan, act, and control insurance approvals, billing, and collections

*Schedule patient appointment according to therapists' availability

EmergiCare, Inc. (11/02/1992-02/04/1994) Front Office Coordinator:

*ICD-9 coding for EMS personnel with a base of thirty thousand (30,000) transports for the year

*Monitor reporting accuracy of forty-nine (49) employees to ensure concise statistical analysis

*Determine appropriate time for placement to an outside collection agency for bad-debts

College of the Dean of Business Administration and Economics (07/01/1992-11/01/1992)

Front Office Aide MBA Program:

*Served as the principle office clerical assistant

*Received confidential files for foreign candidates in the MBA

*Referenced MBA letters to candidates on approvals, or denials from the Dean

College of the Department Head of Accounting (04/1991-07/1992) Reprographics Clerk:

*Maintained confidentiality with regard to sensitive materials

*Duplicating and collating examinations and other classroom materials in Accounting, or computer systems faculty

*Routine office duties ie. On-campus errands

College of the Dean of Agriculture & Home Economics-NMSU (05/01/1988-04/01/1991)

Special Events Coordinator:

*Prepared brochures using Page-Maker, and coordinated meetings to bring agricultural task forces together in the brainstorming for improving NM's agricultural infrastructure

*Established, and maintained office files

*Distributed monthly newsletter using File-Maker to over three hundred(300) members

*On-campus errands, and other principle office duties

Service Merchandise (11/1987-01/1988) Firearms/Sporting Goods Clerk:

*Hard-lines clerk at firearms, sporting goods, furnishings, & infant/toddler toys

*Christmas season fill-in for housewares

Computing Research Laboratory (04/1987-07/1989) Clerical Aide:

*Data entry, memorandums, distribute newsletter, answer phone, on-campus errands

Dr. William D.Clark (05/1986-08/1986) Medical Assistant:

*Record patient complaint on their current health condition

*Sterilization of otolaryngology instruments

*Bookkeeping, scheduling and confirmation for patient follow-up appointment, filing

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Casual Corner (08/1984-05/1985) Fashion Merchandising Student:

*Full internship one of the first to complete the course

*Display outfits, sort racks, dust shelving, steam new merchandise

REFERENCES:

Walter Mechem-A/R
2020 Covina Ct.
Las Cruces, NM 88011
575-874-1000

Ramon Saenz-Corrugator Leadman
P. O. Box 989
Anthony, NM 88021
915-256-3133

Alan P. Kondrotas-Shipping Manager
17 Kitty Hawk
Santa Teresa, NM 88008
575-874-4011

Guy DeYoung-President
Independence Corrugated
2172 Pistachio Way
Roseville, CA 95747
916-223-1819

Blanche Wagoner-Parliamentarian
111 S. Turner
Bloomfield, NM 87413
505-632-2227

Lydia Carroll-Office Manager
3036 Mason Meadows
Rio Rancho, NM 87144
505-896-3457