
JENNIFER KEITH

CONTACT

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My name is Jennifer Keith and I am a business owner, contract teacher, and management-level professional with extended experience in remote working and virtual spaces. In October 2019, before covid-19, I transitioned my business from a brick and mortar location to one of the first virtual yoga studios in the industry. My business also became one of the first models other business owners looked at for adapting to and running a virtual business once covid-19 restrictions began. I am comfortable and have extensive experience working remotely in video, audio, large or small group, and multi-language formats.

PROFESSIONAL EXPERIENCE

FOUNDER / OWNER EVOLUTIONS YOGA – 2008 - PRESENT

Brick & Mortar Location: 2008 - 2019 | Remote Location: 2019 - Present

Maintain a weekly schedule of public teaching and specialty courses/curriculum; 15 years experience in the changing landscape of the industry, economy, and business trends

Responsibilities Include: Remote Scheduling, Managing Staff and Contractor Team, Client Acquisition and Retention, Financial Projection and Reconciliation, Business Planning, Marketing and Marketing Creation, Social Media Manager and Content Creator, Payroll Preparation and Distribution, Business Trends and Projections, Recruiting, Training, Customer Service, Managing Phones, Email, Direct Messages, and Client Texting Communications, Business Policy Implementation and Review, Website Creation and Management, Technology Management, Video Production, Sound / Audio Production, Maintaining a Professional Presence in Video Classroom Environment

PHYSICAL & MENTAL WELLNESS - ATHLETIC ADVISOR – 2012 - PRESENT

Brick & Mortar Location: 2012 - 2019 | Remote Location: 2019 - Present

Maintain a personal coaching clientele with a minimum of 3 clients per week since 2012; Areas of expertise for coaching - Biomechanics of Movement, Adult Flexibility, Precision

Alignment for Performance Enhancement and injury prevention, injury recovery, Adult strength development. Mental Wellness and Advanced Hypnotherapy Practitioner

ENGLISH TEACHER AT VIPKID – 2020 - PRESENT

Remote Location

Personally maintain a weekly student-base with an above average booking rate and below average missed appointments. Responsible for all classroom maintenance, teaching, and student engagement while teaching English as a second language.

Responsibilities Include: Remote Scheduling, Time Management, Client Acquisition and Retention, Customer Service, Troubleshooting, Managing a Multi-Language Environment, Submission of Performance Reviews and Grading, Lesson Planning for Long-Term Educational Progress, Managing Behavioral Issues, Maintaining a Professional Presence in Video Classroom Environment

INTERNET SAFETY EVALUATOR - LIONBRIDGE – 2019 - PRESENT

Remote Location

Evaluate confidential materials for company clients

DIRECTOR OF PROFESSIONAL TRAINING - EVOLUTIONS YOGA – 2010 - 2019

Personally developed a historically based training program with in-classroom apprenticeship practicum for training new teachers in the industry. Authored five industry-leading training manuals for educational programming.

DIRECTOR OF BUSINESS - SACRED SPACE MASSAGE & YOGA – 2006 - 2008

Maintain a weekly schedule of public teaching and specialty courses/curriculum; Manage and implement all business management and customer service needs

Responsibilities Include: Scheduling, Managing Staff and Contractor Team, Client Acquisition and Retention, Financial Projection and Reconciliation, Business Planning, Marketing and Marketing Creation, Recruiting, Training, Customer Service, Managing Phones, Email

ASSISTANT MANAGER - DISNEY STORE – 2005 - 2007

Manage and implement all business management and customer service needs. Inventory and Employee Training Manager

Responsibilities Include: Financial Projection and Reconciliation, Business Planning, Recruiting, Training, Customer Service, Managing Phones, Staff Scheduling and Management, Daily Financial Reconciliation, Inventory and Stock Room Management, Loss Prevention Management

ASSISTANT MANAGER - BATH & BODY WORKS – 2003 - 2005

Manage and implement all business management and customer service needs. Inventory and Employee Training Manager

Responsibilities Include: Financial Projection and Reconciliation, Business Planning, Recruiting, Training, Customer Service, Managing Phones, Staff Scheduling and Management, Daily Financial Reconciliation, Inventory and Stock Room Management, Loss Prevention Management, Marketing Collateral Management

STORE MANAGER - CLAIRE'S BOUTIQUES – 2000 - 2003

Manage and implement all business management and customer service needs. Answer and Report to District Manager on Monthly and Yearly Sales Goals and Projections. Hiring and Dismissal of Employees

Responsibilities Include: Financial Projection and Reconciliation, Business Planning, Recruiting, Training, Customer Service, Managing Phones, Staff Scheduling and Management, Daily Financial Reconciliation, Inventory and Stock Room Management, Loss Prevention Management; Marketing Collateral Management, Recruitment, Hiring, Employee Dismissal Management

ASSISTANT NIGHT MANAGER - MCDONALDS – 1997 - 2000

Manage and implement all business management and customer service needs. Inventory and Employee Training Manager

Responsibilities Include: Financial Projection and Reconciliation, Business Planning, Recruiting, Training, Customer Service, Managing Phones, Staff Scheduling and Management, Daily Financial Reconciliation, Inventory and Stock Room Management, Loss Prevention Management

TRAINING MANAGER - BURGER KING – 1994 - 1997

Manage and implement all business management and customer service needs. Employee Training Manager

Responsibilities Include: Financial Projection and Reconciliation, Business Planning, Recruiting, Training, Customer Service, Managing Phones, Staff Scheduling and Management, Daily Financial Reconciliation, Inventory and Stock Room Management, Loss Prevention Management

AMERICORPS MEMBER – 2003-2005

Taught meditation and concentration skills to incarcerated juveniles at 3 local boys prisons

EDUCATION

2005 - 2008 INDIANA UNIVERSITY (IUPUI CAMPUS)

Philosophy - Bachelor of Arts | GPA 3.85

Bachelors Degree Earned - Concentrated in Philosophical and Historical Application of Personal Social and Society Behavior; Minor - Religious Studies Concentrated in Religious Conflict & Relationship to Foreign Languages

Awards: Roland Sherrill Writing Winner, High Honors Graduate

2018 - 2019 CAPELLA UNIVERSITY

Industrial and Organizational Psychology - Masters in Psychology | GPA 3.9

Masters Degree Educational Track - Concentration in Industrial and Organizational Psychology. Human Developmental Behavior. Workplace Organization and Behavior. Social Implementation and Change Behavior with Workplace Environments. Home-life Impact on Workplace Behavior. Impact of Narcism and Workplace Psychopathy of Leaders on Workplace Environments

2020 TEFL 150+ HOURS ADVANCED TEACHING EFL

License # G4oMBZ1yhY

2020 TEFL 80 HOURS ADVANCED TEACHING EFL FOR ONLINE EDUCATION

License # woBVuXaVs6

2020 TEFL 40 HOURS ELEMENTARY TEACHING EFL FOR ONLINE EDUCATION
License # T71027

2020 ADVANCED HYPNOTHERAPY & MENTAL HEALTH PRACTITIONER
License # SY5817-GNNV75C-AC

2016-2018 ADVANCED BIOMECHANICS OF MOVEMENT, ADULT FLEXIBILITY,
PROPER JOINT FUNCTION

1986 - PRESENT CLASSICAL STUDY OF YOGIC HISTORY / PHILOSOPHY

Personal Concentration in classical yogic with verifiable practices and historically accurate sourced materials. Lineages such as Kashmir Tantra, Kriya Yoga, Vaishnava Tantra, some Buddhism.

SKILLS & TECHNOLOGY EXPERIENCE

- Comfortable with computers, tablets, cell phone, multi-device multi-tasking in a work environment
- Hard-wired Internet Connections
- Phone Support, Email Support, Direct Messaging Support, Text Messaging Support
- Microsoft Word, Excel, Powerpoint
- Adobe Suite Products
- Financial Platforms like Quickbooks, ADP
- Video Production/Editing
- Marketing Materials/Content Production
- Social Media Platforms for Business
- Updated and Secure Computer System for Remote Business Work

- Maintaining Confidential Information in Remote Work Environments
- High-adaptability to new technology and software
- Reliable Attendance for Remote Work Deadlines and Appointments
- Proven Track of Leadership and Management
- Self-Starter and Efficiency in Multi-tasking
- Leader in Employee Training, Retention, and Recruitment