



PROFILE

Mimi recently joined Triangle in a dual hybrid role that supports the Executive Secretary, Human Resources Manager, as well as the Facilitation and Education teams. With experience in various administrative roles and retail management, Mimi displays strong skills in data entry, communication, and organization. She is a confident research and logistics support person with an eye for detail and efficient planning capabilities. Mimi is currently attending *Seattle Pacific University* in pursuit of her Master's degree in *Industrial-Organizational Psychology*. She brings with her an extensive knowledge of organizational development, leadership and team development, and statistical analysis.

EDUCATION

2017-Present

M.A. Candidate in Industrial-Organizational Psychology
Seattle Pacific University

2010-2014

B.S. in Psychology
California Polytechnic University

EXPERTISE

- Meeting Logistics
 - Communications
 - Organization
 - Data Entry
 - Copy Editing
 - Notetaking
 - Inventory Management
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CONTACT



206-583-0655



mbrown@triangleassociates.com



/triangleassociates/



www.triangleassociates.com



811 1st Avenue, Suite 255
Seattle, WA 98104

EXPERIENCE

Prior to joining the team, Mimi utilized her Psychology degree as a Behavioral Therapist for children with developmental delays. She has also served as an administrative supervisor, marketing assistant, and administrative assistant where she furthered her skills in copy editing, inventory management, and organization. Her experience as a retail manager laid the foundation for her leadership development, and her time spent as a research assistant bolstered her capabilities in data entry.

PREVIOUS WORK EXPERIENCE

Administrative Supervisor and Behavioral Interventionist
The ABRITE Organization, 2016-2017

Marketing Assistant
Golden State Bulb Growers, 2015

Manager
The Flip Flop Shops, 2014-2015

Administrative Assistant
Dr. Nadine La Fleur, Psy. D., 2014

Research Assistant
California Polytechnic University, 2013-2014