

Kristy S. Arbon
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PROFESSIONAL EXPERIENCE

HEARTWORKS TRAINING, St Louis, Missouri **2013-present**
Founder, CEO and Lead Teacher

As founder and lead teacher for HeartWorks, offers accessible online and in-person skills training and practice programs in mindfulness and self-compassion.

- Teaches the Mindful Self-Compassion program as well as self-empowerment and self-care workshops and retreats online, in Australia, New Zealand, Southeast Asia, South America and the US
- Offers an online resource via www.heartworks.training including a blog and schedule of offerings

KRISTIN NEFF, PhD, Austin Texas **2017-present**
Personal Assistant

Assists Dr. Kristin Neff, developer of the Mindful Self-Compassion Training, with incoming correspondence.

CENTER FOR MINDFUL SELF-COMPASSION (CMSC), San Diego, California **2015-present**
Coordinator of Online Learning

Responsible for responding to needs in the international community for accessible Mindful Self-Compassion (MSC) training, through developing and teaching Online MSC

- Develops and manages online training content
- Leads online experiential courses in mindful self-compassion
- Liaises with an international community to offer accessible online Mindful Self-Compassion programs
- Works with the CMSC Executive Team to further the mission and vision of CMSC

INSTITUTE FOR MEDITATION AND PSYCHOTHERAPY (IMP), Boston, Massachusetts **2014-present**
Faculty Member

- Mindful Self-Compassion Teacher
- Certificate Program in Mindfulness and Psychotherapy Faculty Member

CHRIS GERMER, PhD, Boston, Massachusetts **2012-present**
Personal Assistant

Assists Dr. Chris Germer, developer of the Mindful Self-Compassion Training with incoming correspondence.

CENTER FOR MINDFUL SELF-COMPASSION (CMSC), San Diego, California **2012-2016**
Administrative Director and Teacher

Responsible for all Center administration and also teaches Mindful Self-Compassion

- Creates and maintains website, social media, bulk email lists, online forms
- Manages registration process for CMSC Teacher Training
- Member of the Mindful Self-Compassion Teacher Training development team
- Teaches Mindful Self-Compassion training programs

INSTITUTE FOR MEDITATION AND PSYCHOTHERAPY (IMP), Boston, Massachusetts **2011-present**
Administrator

Responsible for Institute administration

- Maintains website, social media, bulk email lists, online forms, membership
- Organizes events such as conferences and membership meetings
- Teaches Mindful Self-Compassion training programs
- Provides editorial and administrative assistance for IMP publications

INNER KIDS, Los Angeles, California **2013-2015**
Online Learning Management System consultant

Responsible for developing the online Learning Management System (LMS) of a distance learning program for classroom educators

- Manages content online
- Creates structure and maintains the LMS in Haiku
- Liaises with Inner Kids program developer (Susan Kaiser-Greenland) and other stake-holders to ensure online program is accessible, professional, and engaging
- Supports students in accessing material and using online tools

BARRE CENTER FOR BUDDHIST STUDIES, Barre, Massachusetts **2008-2013**
Center Manager, Registrar, Course Manager

As the manager of the Study Center, responsible for directing all aspects of the operations of the Center.

- Managed a team of staff and supported faculty to ensure smooth operations for residential courses
- Developed policy and procedures that took into account all facets of the centers operations
- Managed course registrations and logistics when necessary

CELSIAS.COM, New Zealand **2007 – 2009**
Freelance Writer

Contributed weekly articles about environmental issues for online publication.

- Researched and wrote articles designed to educate an online audience about the effects of global warming and how to mitigate these effects.
- Liaised with the editor in order to produce timely, topical pieces that furthered the celsius.com mission to make a positive impact on global warming.

KRISTY ARBON LANDSCAPING, St. Louis, Missouri; Mylor, South Australia **2006 – 2008**
Freelance Landscape Designer, Builder and Gardener

Renovates domestic and rural landscapes.

- Built retaining walls and garden beds to define garden borders and provide structure to a backyard.
- Replaced unwanted vegetation with native species to enhance beauty and encourage habitat.
- Planned and planted vegetation species that were zone-appropriate and aesthetically pleasing, enhancing the beauty of an un-landscaped yard.
- Planned and installed drainage solutions in areas with flooding problems, which lead to the protection of infrastructure from water erosion damage.

ST. LOUIS COMMUNITY COLLEGE AT FOREST PARK, St. Louis, Missouri **2005 – 2008**
Journalist, Managing Editor, Advertising Manager and Business Manager

As a member of a team, responsible for producing *The Scene*, a regular on-campus newspaper.

- Wrote a large volume of articles, as well as contributed to layout, graphic design and photo editing, within deadline constraints, to produce a high quality newspaper.
- Managed an editorial team and supported faculty advisers to ensure quality and appropriateness of articles, contributing to a professional publication relevant to its readership.
- Managed all incoming correspondence, finances and client relations professionally and courteously.

BIOPARK ORGANIC FARM, Mt. Barker, South Australia **2005 – 2006**
Assistant Manager and Farm Worker

Contributed to the efficient running of a 140-acre certified organic farm.

- Educated and directed staff on organic farming philosophy and practices in order to contribute to the improved efficiency of the farm.
- Researched organic practices and advised the manager on options for addressing farm issues that contributed to its commercial and environmental sustainability.
- Performed all farm worker functions in keeping with organic certification requirements, in order to provide a high quality product to clients.

PERMACULTURE ASSOCIATION OF SOUTH AUSTRALIA, Adelaide, South Australia **1999 – 2006**
Newsletter Editor and Writer

Responsible for writing articles, editing, formatting and printing a monthly newsletter.

- Liaised with contributors, collected material and produced a newsletter to educate the permaculture community on important issues and events.
- Wrote articles about contemporary environmental, practical and social issues to educate and entertain an intelligent, astute readership.

SOUTH AUSTRALIA AMBULANCE ASSOCIATION, Adelaide, South Australia **2003 – 2005**
Ambulance Transfer Officer

Responsible for the ambulance transportation of seriously ill patients.

- Supported infirm patients during transportation, to make their experience as pain-free as possible.
- Drove the ambulance in a careful and responsible fashion to ensure safe delivery of patients.

CHILD SUPPORT AGENCY, Adelaide, South Australia **1995 – 2002**
Client Service Officer, Team Coach, Workplace Assessor and Team Leader

Responsible for addressing complex client queries and supporting staff in a government agency.

- Provided a high quality and compassionate client service to separated parents and their representatives within a strict legal framework, to help ensure children of separated parents were adequately financially supported.
- Researched, wrote and presented formal training packages on communication techniques and procedure to further staff education so that client service continued to improve.
- Managed a high volume workflow, provided quality client service within a stressful environment, supported staff in their development and modeled professional values to ensure achievement of team goals.

UNIVERSITY OF ADELAIDE FITNESS CENTRE, Adelaide, South Australia **1993**
Community Fitness Instructor

Responsible for instructing community members with varying degrees of fitness in safe, effective exercises for strength and flexibility.

IMMANUEL COLLEGE, Adelaide, South Australia **1993-1994**
Boarding House Supervisor

Responsible for caring for and guiding teenage girls in a residential boarding house as they attend boarding school.

EDUCATION

UCSD Center for Mindfulness, Mindfulness-Based Professional Training Institute – San Diego, California
Mindful Self-Compassion Teacher Certification, 2015

Center for Self-Leadership – St Louis, Missouri
Internal Family Systems training Level 1, 2014

Barre Center for Buddhist Studies – Barre, Massachusetts
Integrated Study and Practice Program, 2009

Australian College of Journalism – Sydney, Australia
Advanced Certificate of Professional Writing (Professional Children's Writing), 2006

Douglas Mawson College of Technical and Further Education – Adelaide, Australia
Certificate IV in Assessment and Workplace Training, 2003

South Australian Ambulance Association – Adelaide, Australia
Certificate IV in Basic Emergency Care, 2003

The Food Forest – Gawler, Australia
Permaculture Design Certificate, 1998

Flinders University – Adelaide, Australia
Post-Graduate Bachelor of Social Administration (Social Work), 1994

Regency Park College of Technical and Further Education - Adelaide, Australia
Certificate in Vocational Education (Fitness Leadership), 1993

University of Adelaide – Adelaide, Australia
Bachelor of Arts (Psychology and Philosophy), 1991