

**Kristy S. Arbon**  
PO Box 501441  
St Louis, MO 63151, USA  
508-736-6769  
[kristy@heartworks.training](mailto:kristy@heartworks.training)

## 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](http://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

eMindful – Online  
Mindfulness-Based Stress Reduction (MBSR), 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