

Rev. Alicia-Leslie

Objective

To continue sharing the Unity message through writing, speaking, and teaching.

Employment

August 1992 – Present Served churches in Carmel IN, Newport News, VA, Webster, TX, and Pioneered in Moodus, CT. Current Ministry, Spirit of Unity is online and through published works.

Summary of Skills and Abilities

CUSTOMER SERVICE

Unity Churches: Served congregation ('customer') via teaching, counseling, scheduling of classes, events, training, needs evaluations, leadership, etc.

Silent Unity: I received calls from individuals requesting prayer or products. This required special skills in listening, and communicating with people, often in states of stress or crisis. High volume of calls handled daily.

MANAGEMENT

Unity Churches: Responsible for the complete leadership and functioning of the church, including administration, staffing, working with volunteers, strategic planning, finance.

ADMINISTRATION/OFFICE:

Unity Churches: Responsible for varied administrative duties including: MSWord for preparation of letters, bulk mailings, correspondence, etc.

Quicken for tracking church finances

Power Point: For creating class support, training and presentations

Membership Plus: for tracking membership, donations, etc.

Excel: for tracking attendance and donation information.

Print Master: for desktop publishing of bulletins, newsletters, flyers, class materials, etc.

Education

E. C. Goodwin Technical HS – Graduated Food Service

USRS Ministerial Education Program – Ministry Skills and Svcs, Ordination

Unity Minister's Executive Institute – Administration, Management, Human Relations, Conflict Management, Certificate

International Airline Academy – Travel, Customer Service, Certificate

Dale Carnegie Course – Communication, Public Relations, Certificate

References

Available on request