

Mara Naomi S. Aracena

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SKILLS

- Education & Training: Lesson Planning, Individualized Education Programs (IEPs), Classroom Management, Student Support
- Critical thinking
- Effective communication
- Ability to work well under pressure
- Leadership and mentoring
- Record-keeping and following protocols

EDUCATION

BRIGHAM YOUNG UNIVERSITY HAWAII

- Teaching Certificate in Elementary and Special Education Aug 2016 - October 2016

MANUEL S. ENVERGA UNIVERSITY

- Bachelors of Science in Mass Communication 2005 - 2010

MANUEL S. ENVERGA UNIVERSITY

- Bachelors of Science in Nursing 2004 - 2005

SUMMARY

Educator and customer service professional with expertise in special education, mental health support, and client relationship management. Skilled in building strong interpersonal connections, training diverse groups, and leading teams. Brings a unique blend of compassion, cultural adaptability, and organizational skills developed through professional and volunteer leadership roles.

WORK EXPERIENCE

SECURITY SERVICE FEDERAL CREDIT UNION, UTAH USA
MEMBER RELATIONSHIP REPRESENTATIVE
JUNE 2019 - NOVEMBER 2019

- Handled daily banking transactions and resolved member inquiries
- Promoted financial products and services tailored to customer needs

DOTERRA USA
MEMBER RELATIONSHIP REPRESENTATIVE - AUSTRALIA, NEW ZEALAND AND PHILIPPINES
JUNE 2019 - NOVEMBER 2019

- Provided multilingual customer support and account services, sell products according to customer needs
- Managed member relationships across multiple regions, improving customer retention

RCM HEALTH CARE SERVICES (PARAPROFESSIONAL)
LAIE ELEMENTARY SCHOOL, HAWAII

- Worked one on one with a student with Special Needs specifically Autism
- Support students with special needs by following individualized Education Programs (IEPs)

WORK EXPERIENCE

NORTH SHORE MENTAL HEALTH HAWAII, USA- ***SKILLS TRAINER, NOVEMBER 2016 - JANUARY 2017***

- Provides individualized goal-oriented support services to clients experiencing mental health challenges and disabilities.
- Helped and teach clients with skills such as daily living, social interaction and communication and life skills

PHILIPPINES MISSIONARY TRAINING CENTER
LEAD TEACHER/ TRAINING SPECIALIST/ FACILITATOR/ SCHEDULER, SEPTEMBER 2012 - SEPTEMBER 2015

- Facilitate in preparing missionaries to teach the gospel and understand their purpose.
- Provided Spiritual instructions, Language Training to help missionaries fulfill their purpose. Conduct large group meetings for missionaries and teachers training.
- Creates Schedule for the entire MTC (Missionaries and Ecclesiastical Leaders-MTC President and Manager
- Contributed to the hiring process by interviewing and assessing facilitator candidates

KUMON: AFTER SCHOOL READING AND MATH PROGRAM
READING AND ENGLISH TEACHER, AUGUST 2002

- Helps students develop strong reading and comprehension skills through the Kumon method
- Monitor and record student progress, accuracy and study habits
- Motivate and encourage students to become independent, self-learners
- Assist with class preparation, worksheet organization and administrative tasks.

100.7 LOVE RADIO LUCENA RADIO ANNOUNCER/LINE PRODUCER
SEPTEMBER 2007-2008

- Host live or pre-recorded radio shows delivering popular music and songs requested by listeners, weather updates and public announcements
- Interact with listeners through calls or on-air contests
- Operate studio equipment and follow broadcasting schedules and timing
- Host live events or promotions when required or invited

VOLUNTEER & LEADERSHIP EXPERIENCE

LDS SUNDAY SCHOOL TEACHER, LUCENA 1ST WARD

- Planned and led Sunday School classes for Young Adults ages 18-35, encouraging participation, spiritual growth, and helping students apply lessons in their daily lives.

WARD YOUNG WOMEN PRESIDENT

THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS, LUCENA 1ST WARD

- Lead and mentor young women ages 12-18, fostering spiritual growth, personal development, and community engagement.
- Plan, organize, and oversee weekly lessons, activities, and service projects.
- Supervise and collaborate with counselors and advisors to ensure effective program delivery.
- Provide individualized support and guidance to young women, helping them achieve educational, personal, and spiritual goals.

INSTITUTE TEACHER

LUCENA PHILIPPINES INSTITUTE OF RELIGION, THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS, 2 SEPTEMBER 2025-PRESENT

- Teach religious education classes to young adults, encouraging discussion, reflection, and application of gospel principles.
- Prepare and deliver engaging lessons, integrating scripture study with real-life application.
- Support students' personal development by fostering critical thinking, faith, and moral decision-making.
- Collaborate with local church leaders to align instruction with program objectives.

NURSERY LEADER/TEACHER

VOLUNTEER LEADERSHIP | THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS, 2021 - JUNE 2025

- Teach and care for children ages 18 months to 3 years during weekly services
- Develop and lead age-appropriate lessons and activities

ASSISTANT CLERK

VOLUNTEER | MT. TIMPANOGOS TEMPLE, UTAH, NOVEMBER 2019 - MARCH 2020

- Maintained administrative records and organized appointments
- Assisted in clerical duties and temple ordinance tracking

ORDINANCE WORKER

VOLUNTEER | MT. TIMPANOGOS TEMPLE, UTAH, MAY 2019-MARCH 2020

- Assisted temple patrons in performing sacred ordinances
- Supported operations through reverent, customer-oriented service

VOLUNTEER & LEADERSHIP EXPERIENCE

RELIEF SOCIETY ORGANIZATION (WARD PRESIDENT)
LAIE 5TH WARD, HAWAII NOVEMBER 2016-APRIL 2019

- Served under the direction of the bishop and is responsible for ministering to the spiritual, emotional and temporal needs of the women in the ward.
- Oversee all Relief Society activities, lessons, service efforts and programs
- Provide spiritual and emotional support to women and families through visits, with love and compassion and inspired leadership

LAIE HAWAII TEMPLE ORDINANCE WORKER
FEBRUARY 2016 - APRIL 2019

- Served under the direction of the Temple Presidency by helping provide peaceful, reverent, and spiritually uplifting environment where patrons can worship and make sacred covenants
- Maintain strict reverence, confidentiality and accuracy in performing ordinances
- Assist patrons in understanding and participating in temple procedures as needed
- Uphold the highest standards of worthiness, humility, and service

MANILA PHILIPPINES TEMPLE ORDINANCE WORKER
APRIL 2012-JULY 2015

- Served under the direction of the Temple Presidency by helping provide peaceful, reverent, and spiritually uplifting environment where patrons can worship and make sacred covenants
- Maintain strict reverence, confidentiality and accuracy in performing ordinances
- Assist patrons in understanding and participating in temple procedures as needed
- Uphold the highest standards of worthiness, humility, and service

SEMINARY TEACHER (THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS)
JUNE 2006-AUGUST 2010

- Taught 3 times a week religious education classes to youth ages 12-15 under the direction of Seminaries and Institute of Religion of The Church of Jesus Christ of Latter-day Saints
- Helps students deepen their testimony of Jesus Christ, understand the scriptures and apply gospel principles in their daily lives
- Guide and facilitate students in meaningful discussions and help them apply what they learn to real-life situations

VOLUNTEER & LEADERSHIP EXPERIENCE

ENGLAND MANCHESTER MISSIONARY FOR THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS
SEPTEMBER 2010-MARCH 2012

- Served for 18 months in England Manchester Mission helping others and sharing the gospel of Jesus Christ
- Worked under the direction of Mission Leaders and serve in England such as Liverpool, Chorley, Whitefield, Swinton and Stafford.
- Focused on teaching, service and spiritual growth

MUSIC LEADER AND 1ST COUNSELOR LDS PRIMARY ORGANIZATION

- Taught children songs that teaches about the Savior and helps build their testimony
- As the 1st counselor in Primary, I helped and assisted Primary President in leading and supporting the children 18 months to 11 years old build their testimony of Christ through music, lessons, activities and love

WARD YOUNG WOMEN PRESIDENT AND STAKE YOUNG WOMEN 1ST COUNSELOR
JANUARY 2006-SEPTEMBER 2010

- Helps Young Women strengthen their faith in Jesus Christ, build gospel-centered friendships and prepare the young women for their future roles as disciples, leaders, wives and mothers.

LATTER-DAY SAINTS STUDENT ASSOCIATIONS PRESIDENT
JUNE 2005-APRIL 2006

- Set the tone and direction of the club in alignment with gospel principles and Church Standards.
- Help organize regular events that are inclusive fun, safe and faith building like devotionals, socials and service projects
- Promote club events and help members feel welcomed, involved and spiritually uplifted