

**Lena R. Herr, BS, BCTMB, LMT**

**Certified Lypossage Practitioner**

**Certified Japanese Usui**

**Reiki Master**

**(804) 307-0935**

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**Job Objective:** I am seeking a professional licensed massage therapist position where I may utilize my background, education, and talents to further my massage therapy career in a positive and financially rewarding fashion.

**Massage Therapy Experience**

Self-Employed

Las Vegas, NV and Richmond, VA

March 2020-present.

After the company I contracted for (for two years) closed due to Covid-19 in March, 2020, I started providing mobile chair and table therapeutic massage services to a diverse clientele using the latest modalities and sanitation protocols.

Professional Massage Inc.

Las Vegas, NV

June 2018-March 2020.

Licensed Massage Therapist providing high volume casino chair and corporate chair massage services to players of the World Series of Poker and others at the Rio Hotel

and Casino and other locations on the Las Vegas Strip such as Fashion Show Mall and various resorts.

Certified Japanese Usui Reiki Master
Self-Employed - Various Locations
January 2017-present.
Provider of Reiki energy work to assist a diverse clientele.

Certified Lypossage Practitioner
Self-Employed - Richmond, VA
April 2016-present.
Certified Lypossage Practitioner providing non-invasive, non-surgical, facial and body rejuvenation to clients to tone and sculpt the face and body using specialized massage techniques.

Hand and Stone Massage & Facial Spa

Richmond, VA

July 2013-May 2018.

Nationally Board Certified and State Licensed Massage Therapist (LMT-BCTMB). Provided therapeutic massage for pain management and wellness. I specialize in Swedish/relaxation massage but am experienced in Deep Tissue; Hot Stone; Prenatal; Couples; Pain Management Techniques; Sports; Corporate Chair; Expert Scalp and Foot Massage including Peppermint Scalp; Cold Stone Face Treatments; and Exfoliating Hand and Foot Treatments. Also incorporated Lomi Lomi and Esalen massage techniques into sessions.

Self-Employed.

Richmond. VA

July 2006-July 2013.

Nationally Certified and State Licensed Massage Therapist (CMT-NCTMB). Provided therapeutic massage for pain management and wellness. Specialized in Swedish/relaxation massage but experienced in Deep Tissue; Hot Stone; Prenatal; Pain Management Techniques; Sports; Corporate Chair; Thai Herbal Compress Massage; and Expert Scalp and Foot Massage. Marketed my own business to current and future customers through various communication methods. Utilized Microsoft Office on a regular basis to keep my business running efficiently.

Therapeutic Massage & Wellness Center. Richmond, VA. Nationally Certified and State Licensed Massage Therapist (CMT-NCTMB). January 2005-July 2006. Provided therapeutic massage for pain management and wellness. Specialized in Swedish/relaxation massage but experienced in Deep Tissue; Hot Stone; Prenatal; Pain Management Techniques; Sports; and Expert Scalp and Foot Massage.

**Massage Therapy Education**

Certified Japanese Usui Reiki Master.

Professionally trained in Richmond, VA by Lisa Powers, Certified Japanese Usui Reiki Master/Teacher. January, 2017.

Certified Lypossage Practitioner. Professionally trained in Richmond, VA by Mercedes Jordan, Licensed Esthetician, of Jordan Health Clinics and LMT Success Group. April, 2016.

American Institute of Massage (now called Lotus School) - Richmond, VA Diplomate of 10-month course (2003-2004); Nationally Certified Massage Therapist (CMT-NCTMB) since 2004. State licensed with the Virginia Board of Nursing since 2004. State licensed with the NV State Board of Massage Therapists since November, 2017. Member, ABMP.

**Physical Therapy Education**

Alison.com.

Diploma in Physical Therapy Aide

August, 2020.

**University Education**
Baylor University. Waco, Texas.
Liberty University. Lynchburg, Virginia.
Degree: Bachelor of Science, Cum Laude, in Communications/Broadcast Journalism, 1992.

**Honors**
High School Valedictorian.

Member of Dean’s List for six semesters (three years) at Liberty University: 3.6 GPA.
Bachelor of Science, Cum Laude Graduate: 3.6 GPA.

**\*\*Extensive Office Experience Follows.\*\***

**Previous Extensive Office/Customer Service Experience**
Harris Williams & Co. Administrator. July 2000-January 2005.
Utilized my excellent proofreading skills in revising complicated legal documents involved with the sale or purchase of multi-million dollar companies.

Performed transcription services regarding legal documents, presentations, and complex general business documents.

Using Microsoft PowerPoint, designed and edited marketing summaries and company introductions used in marketing multi-million dollar companies for sale to prospective buyers.
Utilizing Microsoft Excel, designed various weekly company reports for 65-person company with offices in Richmond, Boston, and San Francisco, and an affiliate in London, U.K.
Utilizing Microsoft PowerPoint and Word, designed extensive marketing reports and summaries for weekly company client site visits.
Extensively utilized online mapping programs and search engines to research potential clients or private equity firms.
Designed complicated company research reports utilizing Report Writer, Microsoft Access, and several online reporting programs.
Completed and submitted monthly expense reports.

Planned annual company retreats with local hotels and conference centers, including making travel arrangements for out-of-town visitors.

Dealt with and assisted CEOs and other officers of Fortune 500 companies on a daily basis over the phone or in person when they visited the company.
Maintained the company database of thousands of prestigious contacts around the world.

Answered multi-line phone system at front desk and greeted incoming visitors.

Dealt with Fedex and UPS deliveries and pickups.

Proofread and edited documents with an excellent knowledge of English grammar.

Ewing Monroe Bemiss & Co. Office Administrator. June 1997-June 2000.
Responsible for most clerical work performed for partners, analysts, and associates (including AP, AR, and monthly billing of Fortune 500 clients).

Supervised mass mailing projects sent to thousands of clients and/or prospects. Hired temporary employees when necessary to assist with projects.
Utilized my excellent proofreading skills in editing and revising legal documents and marketing materials involved with the sale or purchase of multi-million dollar companies.
Assisted analysts and associates in entering and revising information in Microsoft Excel spreadsheets regarding the marketing of companies we were helping to sell.
Dealt with and assisted CEOs and other officers of Fortune 500 companies on a daily basis over the phone or in person when they visited the company.

Maintained the company database of thousands of prestigious contacts around the world.
Kept office orderly by making sure all office supplies were well stocked.

Dealt with computer, fax, copier, and printer repair and maintenance technicians in keeping all office machines running smoothly. Dealt with Fedex and UPS deliveries and pickups.
Devised and maintained elaborate filing systems for the office.

Regularly dealt with lawyers, bankers, accountants, and insurance agents.
Took minutes during meetings.
Answered multi-line phone system at front desk and greeted incoming visitors.

Personal Computer Consultants. Office Manager. December 1993-June 1997.

Supervised and devised mass marketing mailings promoting our business to thousands of prospective customers in Central Virginia.
Answered multi-line phone system at front desk and greeted incoming visitors.

Responsible for most clerical work performed (including AP, AR, monthly billing, and sales tax report).
Typed all bids and contracts for clients and all miscellaneous letters.
Typed in all data entry. Answered multiple phone lines.

Utilized the following on a daily basis: WordPerfect, Timeslips Time and Billing Software, ACT Contact Tracking Software, Microsoft Excel, Microsoft Word, and VISIO.

**Additional Skills**

Experienced user of Microsoft Word, Windows, Excel, Access, Outlook, and PowerPoint; Internet; Report Writer; WordPerfect; and Adobe Acrobat. Very computer-literate with any new programs presented.

Experienced user of Start-Stop, Express Scribe, and Philips Transcription Software.

Experienced database record keeper.

Exceptional proofreading and editing skills.
Imaginative, prolific, and professional writer.

Notary Public.
Exceptionally fast typist – over 100 WPM. Have been typing since elementary school.
Writes clear and complete correspondence.

Speaks clearly and concisely on the phone and in public speaking situations.
Manages people, time, and resources efficiently.

Friendly, professional, and personable.

Open-minded and helpful to customers from all walks of life.

Enjoys being part of a friendly, helpful, working team.