

SERENA TRAVIS, ED.D.

EDUCATION

- 2014 **Ed.D. in Chr. Education**
New Covenant University
St. Augustine, Florida
- 2011 **M.A. in Management and Min. Administration**
New Covenant University
St. Augustine, Florida
- 2006 **B.A. in Mathematics / Economics Minor - Summa Cum Laude**
City University of New York - Lehman Campus
New York City, New York
- 1992 **A.A. in Liberal Arts**
Clatsop Community College
Astoria, Oregon
- 1990 **High School Diploma - Valedictorian**
Naselle High School
Naselle, Washington

EXPERIENCE

- 2014-present Executive Producer, Divine Sign Productions
California, North Carolina and Washington State
Varied client base including marketing for real estate agents with First Team Real Estate, attorneys, medical professionals, films
Produced family-friendly films, podcast producer, talk show host and producer, audio book narrator and producer, web designer
- 2017-2018 Chief Financial Officer, Cobalt United / World Health Pharmaceutical Group
Raleigh, North Carolina
Accounts payable, accounts receivable, reconciliation, state and federal filings, payroll, analysis of company income streams
- 2017-2018 Treasurer, World Health Pharmaceutical Foundation
Raleigh, North Carolina
Accounts payable, accounts receivable, reconciliation, state and federal filings for nonprofit, issuing annual donor statements
- 2015-present Co-founder, LA Voiceover Academy
Hollywood / Los Angeles, California
Collaborate with co-founder, Melissa Disney, to facilitate voice over training

2011-2014 Owner, Community Aloha
 Etna, California
 Podcast host and sound engineer for "Good Morning Scott Valley"
 Web designer - Scott Valley Chamber of Commerce, Shasta Valley Resource
 Conservation District, Scott Valley Theatre Company

2006-present Treasurer, Divine Sign Telecoms
 Washington
 Accounts payable, accounts receivable, reconciliation, state and federal filings for
 nonprofit, issuing annual donor statements
 Podcast production and narration for The Seven Streams Method

2009-2012 Treasurer, Rotary Club of Scott Valley
 Etna, California
 Accounts payable, accounts receivable, reconciliation, end of year statements
 for donors

2007-2009 Bookkeeper, Good Samaritan Medical Dental Ministry
 Riverside, California
 Reconciliation, end of year statements for donors

1995-2010 Teacher
 Yonkers, New York and Etna, California
 Home taught six children in a variety of subjects: English, math, science, history, athletics,
 reading, music (chorus, piano, band), and home economics skills
 Taught government and band for home-school cooperative

1993 Graphic Designer, KCS&A
 Manhattan, New York
 Interim graphic design work for brands like Paramount/Viacom

SKILLS

Real Estate Software / Website Knowledge - FollowUpBoss, kvCore, RealScout, Testimonial Tree, Title
 Toolbox, TitlePro247, CRMLS (and the sites affiliated with MLS), Zillow, Realtor.com
 Graphic Design Websites / Software - Marq, Canva
 Software Knowledge - Microsoft Office Products - Word, Excel, Outlook, Publisher, Powerpoint
 Social Media - Facebook, Instagram, LinkedIn, X (formerly Twitter), Google Business Page
 Web Site Builders - Wordpress, Wix, Squarespace, knowledge of HTML
 Adobe Products - Audition, InDesign, Illustrator, Photoshop, Premiere
 Affinity Designer, Photoshop, Publisher
 FinalCut Pro
 IMDb Pro (as a producer I can submit additions/corrections to any production)
 Quicken, Quickbooks - desktop and online
 Able to learn software quickly and efficiently

AWARDS

The Esther Award, New Covenant University
 Various awards for feature and short films including "Amazon Arising: Joy in the Jungle," "The Comeback
 Kids," and "Song Beyond Sorrow: The Life of Kreeeta Haapasalo" (Winner Best Cultural Heritage Film at
 the Helsinki Education Film Festival International)

REFERENCES

Available upon request