

Heidi McAllister

8220 E. Oxford Circle, #9203
Wichita, KS 67226
316-210-9753 ~ sunflower.gal@hotmail.com

Education Bachelor of Arts in Christian Education
Centenary College of Louisiana, Shreveport, LA

Organization Skills

- Developed and implemented numerous and varied fundraisers.
- Created and implemented short-term and long-term departmental budgets and goal setting.
- Developed and implemented numerous group projects, trips and activities.
- Recruited, trained and managed volunteer staff.
- Hired, trained and managed paid department staff.
- Coordinated all group visits, school and special event sales.
- Created weekly and monthly attendance and sales reports.
- Created curriculum for local church ministries and boundary waters canoe camps.
- Developed and led bible studies for middle school and high school youth.
- Created educational programming and activities for school-age children and youth.

Communication Skills

- Communicated effectively with adolescents, children and adults in varied settings.
- Worked successfully in relational setting; as part of a team-oriented staff and as part of a board.
- Communicated effectively with school staff and group leaders from multiple states selling education packages, tickets and creating schedules for visits.
- Communicated effectively with the public through phone sales and special events sales.

Computer Skills

- Microsoft PowerPoint, Publisher, Access and Word
- Volunteerworks
- Vista 4.21

Work Experience

- **Exploration Place**, Wichita, KS
Head of Education Department, June 2007 - present
Docents Manager, April 2007 - June, 2007
Volunteer Services Manager, October 2005 - June 2007
School and Groups Sales and Special Events Sales, November 2006 - April 2007
- **First United Methodist Church**, Augusta, KS,
Director, Youth Ministries, January 2001 – October 2005
- **West Heights United Methodist Church**, Wichita, KS,
Director, Youth Ministries, 1998-2001
- **First United Methodist Church**, Great Bend, KS
Director, Youth Ministries and Christian Education, 1996-1998
- **United Methodist Church of Whitefish Bay**, Whitefish Bay, WI,
Director, Youth Ministries, 1992-1996

Activities

- *Recording Secretary, Vice President and City Council Representative*, Beta Sigma Phi sorority
- *Association for Volunteer Administration*, Wichita, Kansas Chapter and National Organization, former member
- District and Conference Councils on Youth Ministries, United Methodist Kansas West Conference.
- United Methodist Kansas West Conference Confirmation Rally Committee.
- Camping Program Board Member, United Methodist Minnesota Annual Conference.

Honors

- Beta Sigma Phi sorority, city-wide Woman of the Year, Wichita, KS, 2005

Heidi McAllister

8220 E. Oxford Circle, #9203
Wichita, KS 67226
316-210-9753 ~ sunflower.gal@hotmail.com

Professional References

Laurel Zhang
Head of Education Department
Exploration Place
4544 S. Dodge
Wichita, KS 67217
316-529-1018
laurelzhang@yahoo.com

Tammy Aubushon
Clergy
United Methodist Church
9856 Royal Street
St. Francisville, LA 70775
225-635-3763 wk
620-245-7017 cell
tammyjoy4@hotmail.com

Character References

Karen Townsend Murphree
Career Resource Specialist
Georgia Southern University
P. O. Box 8069
Statesboro, GA 30460
912-486-7974
townsend@georgiasouthern.edu

Julie Graber
Correspondent Banking Officer
First National Bank of Hutchinson
1 North Main
Hutchinson, KS 67501
620-694-2352
Julie.Grabert@fnbhutch.com

Sandra Childs
Advisor for Beta Eta Chapter
Beta Sigma Phi sorority
1008 N. Firefly Circle
Wichita, KS 67235
316-722-8591
earlandsandra@aol.com