



Lindsay Easley

Toronto, Ontario | (647) 483-0802

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Dear Hiring Manager,

My background in **family services, counseling, education, and administration** has taught me to balance careful documentation with thoughtful service. I have worked with students and families, teens and adults, and coordinated with social workers and government agencies. I bring that breadth of experience to work that depends on accurate records, discretion, and dependable follow-through.

At **Be Bold**, I served as a first point of contact by email, phone, and text, helping clients get clear, accurate answers. I managed scheduling, billing, cancellations, intake paperwork, and general enquiries, while maintaining confidential records and handling sensitive conversations with patience and calm.

As the owner of **Purposely Mindful**, I managed the daily operations of a mental health counseling business, including client communication, secure records, payment processing, and insurance coordination. I built trusting relationships by listening carefully, understanding individual needs, and helping people make informed choices, while protecting their privacy.

My work in education and foster care also required flexibility, organization, and steady communication. I supported students and families, collaborated with colleagues, and coordinated complex appointments, services, and documentation across agencies. Keeping detailed records and following licensing requirements were essential parts of that responsibility.

I would bring a calm, capable approach to data entry, document handling, and administrative support. I value careful work, clear communication, and the confidence people gain when information is handled responsibly and tasks are followed through.

Thank you for your consideration.

Sincerely,

Lindsay Easley



CONTACT

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CORE STRENGTHS

- Accurate records and documentation
- Confidential information
- Scheduling and intake paperwork
- Billing and payment processing
- Clear client communication
- Calm conflict resolution
- Licensing requirements
- Independent work and collaboration

EDUCATION

M.A., Counseling Psychology
Liberty University
2012

B.S., Psychology
Southeastern University
2006

Interior Design Coursework
Wake Tech, 2024
Yorkville, 2025

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PROFESSIONAL PROFILE

People-centered professional with a background in **family services, counseling, education, and administrative support**. Experienced in serving students, families, teens, and adults; managing confidential records, scheduling, billing, and payments; and coordinating documentation across agencies. Brings clear communication, discretion, and a calm, organized approach to competing priorities.

EXPERIENCE

Brassfield Elementary TEACHER

Oct 2022 - Jun 2024

- Welcomed **students and families** into a busy public-facing environment, answered questions, and communicated clearly with a wide range of personalities.
- Read individual needs and adapted explanations or support to help each person feel confident and successful.
- Created engaging classroom experiences and designed a welcoming, memorable learning environment.
- Collaborated on **grade-level planning** while keeping materials, routines, and shared spaces organized and positive.

Be Bold ADMINISTRATIVE ASSISTANT

Jun 2022 - Oct 2022

- Served as a **first point of contact for teens and adults** by email, phone, and text, providing friendly, accurate help.
- Managed **scheduling, billing, cancellations, and intake paperwork**, as well as general questions, with careful attention to detail.
- Maintained **confidential records** and handled sensitive conversations with discretion, patience, and calm.

Foster Parent CARE COORDINATION

Jun 2019 - Jul 2024

- Coordinated complex appointments, services, documentation, and communication across families, social workers, and **government agencies**.
- Built trust through consistency, patience, and clear communication in situations that often changed quickly.
- Kept **detailed records** and followed licensing requirements while managing many competing priorities.

Purposely Mindful OWNER / MENTAL HEALTH COUNSELING

2014 - 2019

- Built strong one-to-one relationships by listening closely, understanding needs, and helping clients make informed choices.
- Managed **day-to-day small-business operations**, including client communication, secure records, payment processing, and insurance coordination.
- Delivered calm, professional service during emotionally complex situations while maintaining **privacy and accuracy**.