

**GRETCHEN M. ASHTON, CPT, FT, NBFE**  
*Resume / Curriculum Vitae*



**NATIONAL BOARD OF FITNESS EXAMINERS PERSONAL TRAINER**

**CREDENTIALS**

***Certified Fitness Trainer, International Sports Sciences Association***  
Professor Charles Staley, ISSA, Carpenteria, California, 1996 to Present

***Certified Fitness Therapist, International Sports Sciences Association***  
Carpenteria, California, 2003 to Present

***Arthritis Foundation PACE Training Instructor, San Diego Chapter Arthritis Foundation,***  
Instructors: Charlene Schade Marilyn Nemeroff, Sheila Hatfield, San Diego, California, 1999

***Biomechanic Strength Trainer, National Aerobics and Fitness Trainers Association***  
Course: "Biomechanically Correct" taught by Everett Aaberg, Past Fitness Educator at  
Cooper Fitness Center, Dallas, Texas, 1997

***CPR/AED: Healthcare Provider, American Heart Association Heartsaver and Professional Liability Insurance.***

**PROFESSIONAL DEVELOPMENT & CONTINUING EDUCATION**

***Advanced Open Water Scuba Diver, PADI***

***Advances in Orthopedic Care, It's Not Just Broken Bones, PESI Healthcare***  
Susan Girdhari, MSN, RN, ONC, ANP-C, ONP-C, San Diego, California 2008

***Fat Metabolism and Gender Differences, International Sports Sciences Association/DSW***

***Exercise Rx for Psychological Health, International Sports Sciences Association/DSW***

***Weight Management for Women, International Sports Sciences Association/DSW***

***Optimal Conditioning Strategies for SCUBA Diving, International Sports Sciences Association/DSW***

***Hormones and Performance, International Sports Sciences Association***

***Specific Nutrition, International Sports Sciences Association***

***Building Business Solutions with Fitness Assessment Technology, Polar Customer Education ACE Academy***

***Athletic Business Conference, Las Vegas, Nevada, November 2006***

***"Why Not Your Best", Terry Bradshaw, Keynote Speaker***

***About Shoulder Problems, International Sports Sciences Association***

***About Knee Problems, International Sports Sciences Association***

***About Hip Replacement, International Sports Sciences Association***

***Creatine Research Update 2005, International Sports Sciences Association***

***Rehabilitation Solutions for the Lower Extremities, Tom Purvis, P.T.***

***Functional Training - What It Is and What It Is Not, Juan Carlos Santana, MEd***

***Strength Training for Triathletes, Chuck Wolf, MS***

***A Post Rehabilitation Business Model, Anthony Carey, MA***

***IDEA World Fitness Convention, San Diego, California.***

***You've Been Chosen for Greatness, Building Heroes, Inc., Tom McCarthy, Encinitas, California***

***Small Group Leadership Class, North Coast Calvary Chapel, Carlsbad, California***

***Leadership Course, Carlsbad Chamber of Commerce, Carlsbad Chamber University, Carlsbad, California***

***Basic Introduction of Weight Training (six week interactive course)***

***Instructor Kenneth Johnson, B.S. Exercise Physiology, Laguna Creek Racquet Club, Elk Grove, California***

**PUBLIC SPEAKING: PRESENTATIONS / WORKSHOPS / EVENTS**

*Los Angeles County Scuba*, Carson, CA, ADP Instructor, July 2009  
*Life After Fifty Exercise Class*, (8-weeks) Carlsbad, CA, 2009  
*T.O.P.S.*, Oceanside, CA, Guest Speaker, July 2009  
*Bottom Dwellers Dive Club*, Redlands, CA, Guest Speaker, June 2009  
*Scuba Show 2009*, Long Beach, CA *Dive Into Fitness*, Presenter, May 2009  
*Get Wet Scuba*, Palm Springs, CA Guest Speaker, May 2009  
*Bottom Bunch Dive Club*, San Diego, CA, Guest Speaker, March, 2009  
*San Diego Council of Divers*, San Diego, CA, Guest Speaker, February 2009  
*First Annual ScubaFit Beach Walk at Scripps Institution of Oceanography*, La Jolla, CA, Coordinator, January 2009  
*Introduction to Fitness Machines Workshop*, Instructor, December 2008  
*Introduction to Free Weights Workshop*, Instructor, December 2008  
*Aquamarines Hammerhead Dive Club*, Camp Pendleton, CA, Guest Speaker, October 2008  
*Abdominals Workshop*, Presenter  
30 For Life Womens' Gym, Carlsbad, California 2005  
*The Radio Show, For Your Body, KCBQ 1170*, Guest Speaker (took calls from listeners),  
La Jolla, California, 2003  
*The Fitness Coach Castle*, Presentation to Business Environments Class,  
California State University, San Marcos, California 2002 and 2003  
*Stand Up For Kids*, Kick-Off Speaker,  
National Convention, San Diego, California 2003  
*Take 5 Corporate Wellness Program*, Motivational Speaker,  
Bridge 21 National Convention, San Diego, California, 2003  
*The Fitness Coach Exercise Board Game*, (motivational game played by clients),  
The Fitness Coach, 2003  
*Annual Menopause Presentation*, Speaker and Hostess,  
The Fitness Coach, Carlsbad, California, 2001, 2002 and 2003  
Topics: *Bone Density and Exercise*  
*Menopause, Bone Density and Exercise*  
*Menopause - Glass Menagerie*  
*Fitness After Fifty*, Life After Fifty (LAF) Luncheon,  
North Coast Calvary Chapel, Carlsbad, California, 2003  
*Exercise and the Christian Lifestyle – Faithful Behavior*,  
Seacoast Community Church (seniors), Encinitas, California, 2003  
*Arthritis Foundation PACE Class*, Instructor,  
The Fitness Coach, Carlsbad, California, 2000 to 2003  
*Blast Class*, Developed and Instructed,  
The Fitness Coach, Carlsbad, California 2002  
*Introduction to Resistant Training (IRT) Class*, Developed and Instructed,  
The Fitness Coach, Carlsbad, California, 2002  
*Peak Performance Training Camp*, Strength Coach (prepared 12 people in three months for 40-hour eco-adventure)  
Frog's Athletic Club, Encinitas, California 1998  
*A Typical Personal Training Session*, Presenter,  
QPQ Business Networking, Carlsbad, California, 1998  
*Workout Strategies for Optimum Results*, Presenter (workshop for other trainers),  
Frog's Athletic Club, Encinitas, California, 1997  
*The 20-Minute Total Body Smith Machine Workout*, Presenter, (member workshop),  
Frog's Athletic Club, Encinitas, California, 1997 and 1998  
*A Positive Lasting Impression*, Presenter (workshop for other trainers),  
Frog's Athletic Club, Encinitas, California, 1998  
*Women on Weights*, Powerhouse Gym (and various other locations),  
Poway, California, 1997

## PUBLISHED ARTICLES

*Heads-Up: Considerations for Divers with High Blood Pressure*, *Alert Diver*, March/April 2009  
*Caribbean Chub: Fish or Fat*, published on [www.scubafit.com](http://www.scubafit.com)  
*Overview of Physical Fitness in the Scuba Diving Industry and Exercise Program Recommendations for Scuba Divers*, June 2008. Published on [www.scubafit.com](http://www.scubafit.com)  
*Research Almanac (84 pages)* Based on Correlation Between Diver's Alert Network (DAN) Reported Medical Conditions of Scuba Divers and the American Heart Association (AHA) and American College of Sports Medicine (ACSM) Guidelines for Physical Activity.  
*The Mermaid Workout*, July 2008, Published on [www.miss-scuba.com](http://www.miss-scuba.com) and [www.scubafit.com](http://www.scubafit.com)  
*Taking It To The Gym – Are You ScubaFit?* October 2007 (*spec article for Scuba Diving Magazine*) Published on [www.scubafit.com](http://www.scubafit.com)  
*Aerobic Exercise and the Body / Mind Connection*, April 2009  
*Be Active, Healthy and Happy*, January 2009  
*Fitness Love*, January 2008  
*Health Holiday Habits*, November 2007,  
*Exercise Enhances Recreational Activity*, August 2007  
*Calories In – Calories Out*, June 2007  
*How to Choose a Personal Trainer*, March 2007  
*Starting and Sticking With a New Exercise Program*, January 2007  
*La Costa Breeze / Palomar Sun / North County Sun*

## The Fitness Coach Column

Vista Views Newspaper, Vista, California (300 word question and answer column).  
*Military Moms and Exercise*, May 2005  
*Have you heard of fiscal fitness?* April 2005  
*I'm 67-years-old, recently retired, and ready to begin a new exercise program. . .*, December 2005  
*I'm 30-years-old and just learned my cholesterol is 270 . . .*, June 2005  
*I've been exercising and eating well . . .*, June 2004  
*What can I do about my hunger?* April 2004  
*I've started to skip my workouts and have not been following my nutrition plan. . .*, March 2004  
*When should children begin lifting weights?* January 2004  
*When I begin an exercise program how long will it take before I notice improvement?* October 2003  
  
*What will you be doing on your honeymoon?* (Fitness tips for the bride and groom),  
Wedding Planner, 2004-2005  
*Local lifters compete in World Power Meet*,  
North County Times, February 2001

## FEATURE ARTICLES AND NEWS

*Keys to a Healthy Vacation*, Interview with Donna Shields, MS, RD, Margaritaville Key West, 2009  
*Handling Career Changes with Aplomb*, by April Durrett, IDEA Fitness Journal, July/August 2008  
Stories of fitness pros who successfully strategized career changes – and how you can do the same.  
*Personal fitness trainers help individuals achieve health, vigor*, Vista Views, April 2004  
*The Strain Game – Power Lifting*, Entertainer, Laughlin, Nevada, December 2004  
*Fitness Coach caters to all, regardless of age, abilities*, Vista Views, September 2003  
*Gretchen Ashton, Power Lifter and Vista Bench Press Meet*, Channel 8 News,  
John Howard interview at The Fitness Coach, 2003, Evening Sports with Ted Leitner  
*Woman has eyes set on lifting prize*, Body and Soul, Keeping Fit, San Diego Union Tribune, 2002  
*Exercise helps during stressful times*, *Headline News*  
Television Interview at The Fitness Coach, September 13, 2001  
*Carlsbad woman breaks dead-lift record*, North County Times, 2000

**ATHLETIC ACCOMPLISHMENTS**

**Amature Athletic Union**

***AAU Power Lifting Hall of Fame Award Inductee 2001***

Second Woman in the history of AAU Power Lifting to receive award.

***North American Bench Press Champion***, Moreno Valley, CA, 8 / 1999

***North American Power Lifting and USA Bench Champion***, Moreno Valley, CA, 8 / 1999

***World Bench Press Champion***, Vista CA, 11 / 1999

***USA Bench and Dead Lift Champion, Best Lifter***, Moreno Valley, CA, 3 / 2000

***World Bench Press Champion, Best Lifter***, Vista, CA, 6 / 2000

***National Power Lifting Champion***, Mesquite, NV, 6 / 2000

***USA Raw Power Lifting Champion***, Mesquite, NV, 6 / 2000

***American Bench Press Champion***, Mesquite, NV, 6 / 2000

***World Power Lifting Champion***, Mesquite, NV, 11 / 2000

***World Dead Lift Champion***, Mesquite, NV, 11 / 2000

***International Bench Press Champion***, Mesquite, NV, 11 / 2000

***USA Bench and Dead Lift Champion***, Moreno Valley, CA, 4 / 2001

***Raw National Power Lifting Champion, Best Lifter***, San Bernardino, CA, 8 / 2001

***North American Bench Press Champion, Best Lifter***, San Bernardino, CA, 8 / 2001

***World Push / Pull Champion, Best Lifter***, Laughlin, NV, 12 / 2001

***International Bench Press Champion, Best Lifter***, Laughlin, NV, 12 / 2001

***USA Bench Press Champion***, Moreno Valley, CA, 3 / 2002

***International Bench Press Champion, Best Lifter***, San Bernardino, CA, 3 / 2003

***National Bench Press, Dead Lift and Pushpull Champion***, Vista, CA, 6 / 2003

***World Power Lifting Champion***, Laughlin, NV, 12 / 2003

***North American Power Lifting, Single Lift and Pushpull Champion***, Vista CA, 6 / 2004

***International Power Lifting Champion***, Laughlin, NV, 12 / 2004

**Non-Sanctioned Events**

***Oceanside Harbor Days Bench Press Champion, "Best Bench in San Diego",***

Oceanside, CA, for Special Olympics (first woman to bench in a dress). 2002 and 2003

**United States Power Lifting Federation**

***California State Power Lifting Competition***, Second Place, Bakersfield, CA, 10/1999

**World Records (21)**

**AAU Masters 40-44 Raw Power Lifting (Bench Total) Record**, (148 bwt. 166.44)

**AAU Open Bench Press Record**, (148 bwt. 217.15)

**AAU Masters 40-44 Bench Press Record**, (148 bwt. 217.15)

**AAU Lifetime Drug Free Bench Press Record**, (148 bwt. 217.15)

**AAU Lifetime Drug Free Masters 40-44 Dead Lift Record**, (148 bwt, 259.04)

**AAU Lifetime Drug Free Masters 40-44 Bench Press Record**, (148 bwt. 217.15)

**AAU Raw Masters 40-44 Bench Press Record**, (148 bwt. 159.8)

**AAU Masters 40-44 Assisted Dead Lift Record**, (148 bwt. 308)

**AAU Masters 40-44 Raw Power Lifting Record**, (165 bwt. s181.8, b181.8, d181.8 t545.6)

**AAU Lifetime Drug Free Masters 40-44 Raw Power Lifting Record**, (165 bwt. s181.8, b181.8, d181.8 t545.6)

**AAU Lifetime Drug Free Bench Press Record**, (165 bwt. 211)

**AAU Assisted Masters 40-44 Bench Press Record**, (165 bwt. 211)  
**AAU Raw Masters 40-44 Bench Press Record**, (165 bwt. 181.8)  
**AAU Lifetime Drug Free Masters 40-44 Bench Press Record**, (165 bwt. 211)  
**AAU Raw Lifetime Masters 40-44 Bench Press Record**, (165 bwt. 181.8)  
**AAU Masters 40-44 Dead Lift Record**, (165 bwt. 270)  
**AAU Raw Masters 40-44 Dead Lift Record**, (165 bwt. 270)  
**AAU Lifetime Drug Free Masters 40-44 Dead Lift Record**, (165 bwt. 270)  
**AAU Masters 45-49 Bench Press Record** (165 bwt. 220.46)  
**AAU Lifetime Drug Free Masters 45-49 Bench Press Record** (165 bwt. 220.46)  
**AAU Lifetime Drug Free Bench Press Record** (165 bwt. 220.46)

### American Records (21)

**AAU Open Bench Press Record**, (148 bwt. 217.15)  
**AAU Masters 40-44 Bench Press Record**, (148 bwt. 217.15)  
**AAU Lifetime Drug Free Bench Press Record**, (148 bwt. 217.15)  
**AAU Lifetime Drug Free Masters 40-44 Dead Lift Record**, (148 bwt, 259.04)  
**AAU Lifetime Drug Free Masters 40-44 Bench Press Record**, (148 bwt. 217.15)  
**AAU Masters 40-44 Assisted Dead Lift Record**, (148 bwt. 308)  
**AAU Master 40-44 Raw Dead Lift Record**, (148 bwt. 242)  
**AAU Lifetime Drug Free, Raw Power Lifting Record**, (165 bwt. s181.8, b181.8, d181.8 t545.6)  
**AAU Masters 40-44 Power Lifting Record**, (165 bwt. s181.8, b181.8, d181.8 t545.6)  
**AAU Lifetime Drug Free Masters 40-44 Power Lifting Record**, (165 bwt. s181.8, b181.8, d181.8 t545.6)  
**AAU Assisted Masters 40-44 Bench Press Record**, (165 bwt. 211)  
**AAU Raw Masters 40-44 Bench Press Record**, (165 bwt. 181.8)  
**AAU Lifetime Drug Free Masters 40-44 Bench Press Record**, (165 bwt. 211)  
**AAU Raw Lifetime Masters 40-44 Bench Press Record**, (165 bwt. 181.8)  
**AAU Lifetime Drug Free Masters 45-49 Dead Lift Record**, (148 bwt, 259.04)  
**AAU Masters 40-44 Dead Lift Record**, (165 bwt. 270)  
**AAU Raw Masters 40-44 Dead Lift Record**, (165 bwt. 270)  
**AAU Lifetime Drug Free Masters 40-44 Dead Lift Record**, (165 bwt. 270)  
**AAU Masters 45-49 Bench Press Record** (165 bwt. 220.46)  
**AAU Lifetime Drug Free Masters 45-49 Bench Press Record** (165 bwt. 220.46)  
**AAU Lifetime Drug Free Bench Press Record** (165 bwt. 220.46)

### Coaching

Trained two male athletes for bench press competition in 2004. Both clients qualified for World level competition and achieved World Records.

Have been invited to test and become AAU Power Lifting official.

Coached a body building figure competitor who placed 8<sup>th</sup> and 12<sup>th</sup> in her first NPC competition in December 2005 with just four months of training.

March and April 2007: Trained a 10-year veteran fire fighter through a comprehensive four-week preparatory program for Orange County Fire Fighter program 2007. Workouts consisted of power, strength, endurance and plyometrics for sessions of 90 to 120 minutes with heart rate monitoring.

April-May 2007: Nine-week, off-season strength training program with female soccer scholarship recipient to Dartmouth University based on the Dartmouth's protocol.

**PROFESSIONAL AFFILIATIONS & COMMUNITY SERVICE**

**IDEA Health & Fitness Resource**, San Diego, California, Member 2001 to Present  
**Carlsbad Garden Club**, Carlsbad California, Member 2007-2009  
Webmaster 2008-2009  
Petals 4 Patriots Chairperson 2008-2009  
**North Coast Calvary Chapel**, Carlsbad, California  
Art Club 2008-2009  
Helping Hands, 2007-2009  
Bread of Life Mission, 2004-2006  
Military Support Network, 2006  
**Jazz in the Park, City of Carlsbad Arts Program**, Contributor and Advertiser 2003 and 2004  
**Carlsbad Chamber of Commerce**, Carlsbad, California  
Member 2000 and 2001  
Business Exposition Participant/Exhibitor 2002  
**Arthritis Foundation**, San Diego, California  
Member 2000, 2001 and 2002  
**Health Fair, Spice of Life**, Exhibitor 2002  
City of Carlsbad, Donjoy Corporation  
**Henderson Salvation Army**, Henderson, Nevada  
Community Representative Board Member, 1993-1994  
Publicity for Christmas Food Drive, 1993 (Assisted 400+ families.)  
Co-Chair, Summer Fund Raiser  
Assisted in planning a facility for the homeless to shower and coordinated employment agencies to counsel them in job searches.  
**Greenspun Junior High School**, Henderson, Nevada  
Chairperson Monthly Newsletter Mailing, Parent Volunteer, 1993-1994  
**Henderson Chamber of Commerce**, Henderson, Nevada  
Ambassador, 1993-1994  
Henderson Days Parade Float Committee, 1994  
Chamber Garage Sale, Volunteer, 1994  
Chili Cook Off, Volunteer, 1994  
Chamber Bowling Tournament, Volunteer, 1993  
**Committee for the Incorporation of Elk Grove / Laguna Creek**  
Fund Raising Committee and Volunteer, 1996  
Designed Committee Logo, 1996  
**Elk Grove Chamber of Commerce**, Elk Grove, California  
Member 1994-1996  
Chair, First Annual Small Business Mixer, 1995  
**Lions Club International**, Elk Grove, CA; San Marcos, CA; Laughlin, NV; Henderson, NV  
Secretary 1995-1996  
Co-Chair, Wild West Monte Carlo Night, 1995  
Safety Faire, Volunteer, 1995  
Mercantile Faire, Volunteer, 1995  
Breakfast with the Bunny, Volunteer 1995  
Leo Club Chair / Advisor to Laguna Creek High School, 1995-Present  
Chairperson, Christmas Project, 1993  
Publicity Committee, 1993-1994  
Las Vegas Celebrity Bell Ringing, Participant, 1993  
Chairperson, White Cane Days, 1992  
Co-Chair, Christmas Basket Food Drive, 1992  
President's Appreciation Award, 1992  
Board of Directors, 1991-1992

Co-Chair, Hole-in-One Golf Fund Raiser, 1992  
Prepared Monthly Newsletter, 1991  
**San Marcos Chamber of Commerce**, San Marcos, California  
Secretary for Ambassadors, 1992  
Ambassador, 1990-1992  
Renaissance Faire, Volunteer, 1991-1992  
Chili Cook-Off, Volunteer, 1992  
Consumer Exposition, 1992  
**Ali Lassen's Leads Club**, Carlsbad, California 1990-1992 and 1997  
**Quid Pro Quo Networking**, Carlsbad, California 1991-1992 and 1997  
**Business Builders Networking**, San Marcos, California 1992  
**National Association of Women in Construction**, San Diego, California 1986-1989  
*Blueprint Reading*, National Association of Women in Construction, San Diego, California  
*From the Ground Up*, National Association of Women in Construction, San Diego, California

**PROFESSIONAL PROFILE**

- A progressive multi-career individual encompassing, office administration, business management, personal fitness training and public relations.
- Consistent attainment of pre-selected objectives through self-motivation, efficiency and functional disciplines.
- Resourceful when challenged; focus on solutions, not problems.
- Creative in developing and implementing new concepts and refining existing systems.
- Positive rapport builder, team player, listener and communicator.
- Involved in the local business environment and active in community service.

**QUALIFICATIONS**

- Certified Personal Trainer, Fitness Therapist, Bio-mechanic Strength Trainer, Arthritis Foundation Instructor, Accomplished Athlete.
- Over 25,000 hours of one-on-one personal training and exercise instruction.
- More than 25 years of practical experience in business and office operations.
- Self-employed as a small business owner for more than 15 years.
- Efficient in managing business information: correspondence, bookkeeping, reporting, payroll, and record keeping.
- Conscientious regarding regulations of various agencies including licenses, labor and safety programs.
- Experienced in developing and implementing policies and procedures for business and community purposes.
- Knowledgeable and perceptive in executive etiquette and public image.
- Informed and skilled with computerized systems, software, internet applications and office equipment.

**EMPLOYMENT HISTORY**

<b><i>Owner/Founder – Dive Fitness Expert</i></b> ScubaFit, Carlsbad, CA <a href="http://www.scubafit.com">www.scubafit.com</a>	2007 to Present
<b><i>Owner – Fitness Professional – Consultant</i></b> The Fitness Coach, Carlsbad, CA <a href="http://www.thefitnesscoach.net">www.thefitnesscoach.net</a>	1996 to Present
<b><i>Personal Trainer</i></b> (part-time) and <b><i>Corporate Wellness Liaison (ViaSat)</i></b> Pure Fitness, Carlsbad, CA	2005 to 2009

***Owner / Personal Fitness Trainer***

The Fitness Coach Private Personal Training Facility, Carlsbad, CA

2000 to 2004

Conducted all aspects of business ownership and management from business plan, location and tenant improvements, equipment acquisition, marketing and advertising, and website development. Developed and implemented all fitness programming using hands-on approach with the assistance of an office coach (bookkeeper) and an intern. Employed up to eight other personal trainers, conducted goal-oriented team meetings, mentored and helped trainers establish client base, and individually conducted as many as 60 personal training sessions a week. Performed over 10,000 one-on-one personal training hours in the first three years. Collectively provided extensive customer service and public relations, by appointment, for 150 private clients in a 900 square foot retail space. Developed "TAKE 5" Corporate Fitness program and authored "RESULTS NOW" 12-week goal path exercise and nutrition program. Produced a Fitness Coach newsletter in-house and wrote a "Dear Fitness Coach" (question and answer) column for a local newspaper. Appeared as a guest on 1170 KCBQ "For Your Body" radio show and accepted numerous public speaking engagements, including two years presenting to California State University San Marcos Business College students. Accomplished athlete setting 21 World and 20 American records in drug free power lifting. Inducted into the Amateur Athletic Union Power Lifting Hall of Fame in 2001.

***Fitness Trainer / Acting Assistant Athletic Director***

Frog's Athletic Club, Encinitas, California

4/1997 to 2/2000

***Owner / Personal Fitness Trainer***

Your Personal Trainer, Carlsbad, California

4/1997 to 2/2000

***Personal Fitness Trainer (Internship)***

Powerhouse Gym, Poway, California

3/1997 to 4/1997

***Owner - Word Processing Service***

**Ashton's Business Management Services is currently the research entity for consulting services provided by The Fitness Coach.**

Ashton's Business Management Services, Carlsbad, California

1990 to Present

Provided clerical support and notary services to all types of businesses and individuals: correspondence, resumes, term papers, business packages (letterhead, brochures and business cards), reports, vocational evaluations, chiropractic, medical and legal transcription and proposals. This business began as a way to be home when my son who was nine at the time came home from school. In just 14 months it became a full-time 40-hour a week job. It allowed me to attend school functions and little league baseball games while still providing an income for my family. In 1992 my husband was sent on the road for his San Diego employer. The business traveled with us from San Marcos, California to Laughlin, Nevada, Las Vegas, Nevada and Sacramento, California, before arriving in Carlsbad in December 1996. I continued some word processing work while I trained to become a fitness coach.

Specific projects include:

Environmental Impact Reports for the Coaster and San Elijo Ranch. This work was completed through an environmental consultant for agencies such as North County Transit District, Metropolitan Transit Development Board and Cal Trans. These projects were released by public bid and services included word processing, proofing, layout and publishing services, along with overall aesthetics of the reports.

Research Almanac and Statistical Digest for Josh McDowell, Josh McDowell Ministries. This project was completed long distance; by telephone and mail. Client traveled throughout the duration of the project and sometimes would send an intern to my office. Initially just 99 pages, the almanac grew through multiple editions to 500 plus pages. Finally, it was computerized with relational database capabilities, along with the assistance of Campus Crusade for Christ staff in Atlanta, Georgia. Each edition required an original for publishing purposes and a computerized version.

Instructor: taught Word Perfect Version 6.0 Course at an Adult Vocational Rehabilitation school. This opportunity came about through a Vocational Rehabilitation Counselor who required as many as 40 progress reports weekly on behalf of her clients.

Hired by the publisher of eight small regional newspapers to develop a large customer database for mass mailing on behalf of 10 casinos in Laughlin, Nevada. Project included receiving entry forms for free weekend in Laughlin in the mail, opening envelopes, eliminating duplicates and entering customer name and address into database. The anticipated response was about 2,500 entries. The list grew to over 10,000 names and after a final sort to eliminate duplicates again, the finished printed list had 8,500 entries. Several of the casinos also purchased the mailing list on disk. I guaranteed 100 names and addresses per hour for the data entry time on this project.