

# Priya Clements

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## ADMINISTRATIVE PROFESSIONAL

Organized, dedicated, and compassionate administrative professional with extensive experience living, working, and traveling internationally.

- Collaborative and empathic, adept at communicating effectively with individuals from all walks of life.
  - Skilled yoga instructor, experienced at leading students of all ages in a wide range of settings.
  - Active and engaged volunteer with demonstrated commitment to organizations promoting global cooperation and understanding.
  - Experienced in Microsoft Office Suite. Authorized to work in US.
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## EXPERIENCE

**Flexible Yoga, Bangkok, Thailand** 2013-2020

*Volunteer Yoga Instructor*

- Handpicked to undergo specialized training to become an instructor after participating in course.
- Promoted Flexible philosophy entailing cycle of conducting free courses, encouraging and training instructors to further propagate yoga through selfless service of volunteers.
- Collaborated with other Lead Instructors and participated in a range of yoga-related events including teaching at community centers, schools, temples and other organizations.

**Friendly Professional Counselling LLP, Hanoi, Vietnam** 2014-2015

*Administrative Assistant*

- Provided comprehensive administrative support for a multi-national group of counselors, therapists and psychologists.
- Warmly received clients to clinic, handled phone calls and emails, booked and managed appointments in system, oversaw client flow, handled invoices and payments, and ensured smooth office operations.
- Related to clients of many nationalities with sensitivity and discretion, and created a peaceful and caring atmosphere for both clients and counsellors.

**World View Cambodia** 2012-2013

*Famine Camp 2012 Facilitator (2012)*

- Underwent 2-day Facilitator Training sponsored by World View Cambodia providing an opportunity to engage youth in global issues surrounding poverty and hunger.
- Facilitated a group of youths in team-based activities to educate them about global social issues impacting the poor and disadvantaged and encourage global social action.

*World View Child Sponsor (2012)*

- Sponsored child in Myanmar and participated in Area Development Program Trip.

**Spiritual Society India** 2009-2011

*Youth Wing Volunteer Teacher*

- Imparted value-based spiritual curriculum to group of teenage girls.