

**Susan Miller Madeley**  
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## EXPERIENCE

**PRIVATE PRACTICE**, Tucson, Arizona.

2009-Current

Leadership and Nutritional Training. Utilize my master's degree in psychology, providing leadership assessment and step-by-step plans for acceleration of clients' skills and achievements in career, health, and personal growth.

**TREE OF LIFE FOUNDATION**, Patagonia, Arizona.

2002-2009

Assistant Director of Admissions and Administration. The Culture of Life Institute offers a Masters of Arts degree in Holistic Nutrition. The Institute is a wholly owned subsidiary of the Tree of Life Rejuvenation Center, located in Patagonia, Arizona. The University of Integrated Science of California acknowledges the master's degree. The program is certified through the American Association of Drugless Practitioners.

Responsibilities included the management of student enrollment and establishment of program development objectives. This was done by directing an admissions strategy and the promotion of the Institute nationally. I was responsible for all aspects of student recruitment and the establishment of policies to insure each class was filled with the appropriate number of qualified students, as well as all administrative procedures related to student progress toward graduation. I reported to the program director.

In 2009 achieved record tuition sales and enrollment, specifically, 35 students enrolled. Tuition, which was \$16,000 per student and other revenues related to the program accounted for total program revenues that year of \$400,000.

2002

**BAYVIEW ASSET MANAGEMENT**, Coral Gables, Florida.

1999-

Assistant to Asset Manager. Bayview Asset Management is a fully integrated mortgage investment banking company. Bayview specializes in providing top-rate commercial and residential mortgage investing. Bayview handles over \$4 billion in transactions per year.

Responsible for the review and analysis of incoming documents for completion and presentation. Test new reports for accuracy and make needed adjustments. Assist Asset Managers in the correction of errors based upon results of my reviews. In 2001, participated in the successful negotiation and launching of the first ever Bayview company transactions with Chase Bank.

**EDUCATION**

M.A. Degree, Clinical and Humanistic Psychology  
Center for Humanistic Studies, 1993  
Detroit, Michigan

B.A. Degree, Psychology  
Wayne State University, 1988

**PERSONAL**

Married for eight years.