

# MIRANDA CANTRELL

Lafayette, LA | 337-706-4626 | stbernardkidd@gmail.com

## PROFESSIONAL SUMMARY

Mission-driven Catholic professional with experience in team leadership, outreach coordination, inventory management, and relationship-based communication. Background in parish ministry, program administration, hospitality operations, and event logistics. Proven ability to manage workflows, track data, support distributed teams, and maintain detailed records while working independently in fast-paced, service-oriented environments. Strong communicator committed to supporting Catholic-centered initiatives with professionalism and accountability.

## CORE COMPETENCIES

- Team Coordination & Staff Support
- Parish & Community Outreach
- Activity Reporting
- Inventory Management & Fulfillment
- Process Organization
- Database Entry & Record Accuracy
- Microsoft Office & Google Workspace
- Written & Verbal Communication
- Program & Event Logistics
- Mission-Driven Relationship Building

## PROFESSIONAL EXPERIENCE

Campus Grounds / Reve Coffee

**Shift Lead & Barista** | Aug 2023 – Present

- Supervise daily shift operations, ensuring smooth workflow and strong team communication
- Track inventory levels, receive supply orders, and maintain accurate stock records
- Support onboarding and training of new team members
- Maintain organized systems in a fast-paced, customer-facing environment

Parish & Ministry Education Support

**Catechist – Catechesis of the Good Shepherd (Level I)**

St. Joseph Catholic Church, Parks, LA | Jun 2021 – May 2023

- Managed the full CGS program as sole catechist, overseeing scheduling, materials, and classroom operations
- Planned curriculum aligned with the liturgical calendar and parish needs
- Built and maintained classroom materials inventory, ensuring readiness for weekly sessions
- Communicated regularly with families and parish staff to coordinate program participation

Private Family

**Nanny / Household Support** | Jan 2022 – Present

- Coordinate schedules, activities, and educational support for multiple children
- Maintain structured routines and manage logistics for school and extracurricular commitments
- Communicate consistently with parents regarding progress, needs, and planning

Event Operations & Merchandise Coordination

**Merchandise & Event Support Staff** | 2022 – Present

- Manage merchandise tables, process transactions, and track product inventory at live events
- Maintain accurate counts before and after events to ensure reconciliation
- Assist with event setup and breakdown logistics in coordination with team leads
- Provide organized, professional communication in fast-paced event environments

Oratory of Don Bosco

**Tutor & Volunteer Support** | Sep 2019 – Present

- Tutor middle school students and assist with program logistics and supervision
- Support weekly meal service and youth programming in a ministry setting

### **ADDITIONAL SERVICE & LEADERSHIP**

- Volunteer Coordinator Support – Fête Dieu du Teche (Large-Scale Catholic Event)
- Volunteer – St. Teresa of Calcutta Center for the Works of Mercy
- Long-term parish and youth ministry involvement in teaching, coordination, and service roles

### **EDUCATION**

**Bachelor of Arts – Theology and Sacred Art**

Holy Apostles College and Seminary | Dec 2025

**Catechesis of the Good Shepherd – Level I Certification**

### **TECHNICAL SKILLS**

Microsoft Word • Excel • Outlook • PowerPoint • Google Docs/Sheets /Gmail • Email  
Communication • Data Entry • Inventory Tracking

### **AFFILIATIONS**

Active involvement in Catholic parish life, ministry education, and community service initiatives

*References available upon request*