

# MIRANDA CANTRELL

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## SUMMARY

Organized and mission-driven professional with a Bachelor's degree in Theology and Sacred Art and experience spanning project management, administration, program coordination, education support, hospitality operations, office skills, and volunteer leadership. Proven ability to manage multiple projects at once, schedules, inventory, filing and record keeping, logistics, and independent programs while working with diverse populations. Strong communicator with a background in service-oriented environments, church ministry, and community engagement.

## SKILLS & EXPERIENCE

- Project management
- Administrative Support & Office Operations
- Scheduling & Calendar Management
- Inventory Tracking & Organization
- Record Keeping & Data Entry
- Program & Event Coordination
- Volunteer & Community Engagement
- Customer Service & Front Desk Support
- Microsoft Office & Google Workspace
- Tutoring & Educational Support
- Time management & Independent Work

## EXPERIENCE

### **Magnificat Travel**

#### **Pilgrim Administrator**

6/2026- present

- Overseeing clients registration, payments, and distribution of information regarding assigned pilgrimages
- Data entry & record keeping
- Filing
- Preparing meeting materials

### **Campus Grounds/Reve Coffee Lab**

#### **Shift Lead & Barista**

8/2023 - 6/2026

- Serve as shift lead overseeing daily operations, staff coverage, and customer service in a fast-paced environment
- Manage inventory, receive supply orders, and track stock levels
- Prepare in-house syrups and maintain product consistency
- Support training of new staff and ensure operational standards are met

## **Ragin Fighting Championship**

### **Merchandise & Event Operations Staff**

1/2025 - present

- Operate merchandise booth and process sales transactions
- Monitor sales trends and provide feedback to owners on product demand
- Support event logistics and last-minute operational needs

## **Bayou Fighting Championship**

### **Merchandise & Event Operations Staff**

4/2022 - 12/2024

- Sold merchandise and managed inventory for recurring events
- Maintained organized stock and assisted with event setup and teardown

## **Private Family**

### **Nanny/Childcare Provider**

1/2022 - 6/2026

- Provide full childcare support for multiple children
- Assist with homework and structured educational activities
- Plan summer academic enrichment in math, reading, spelling, and science

## **St. Joseph Catholic Church - Parks, LA**

### **Catechist, Catechesis of the Good Shepherd (Level I)**

6/2021 - 5/2023

- Served as sole catechist managing the entire CGS program
- Planned lessons aligned with the liturgical calendar
- Designed and constructed Montessori-based classroom materials
- Managed scheduling, materials, and classroom setup independently

## **Oratory of Don Bosco**

### **Tutor & Volunteer Work**

5/2017 - 2022

- Tutor middle school students weekly in multiple subjects
- Assist with meal preparation and supervision during programs

## **Additional Experience (Selected)**

- Server / Barista – Multiple Hospitality Roles (2018–2021)
- Volunteer Coordinator – Fête Dieu du Teche (2017– present)
- Volunteer – St. Teresa of Calcutta Center for the Works of Mercy (2017– 2021)
- Volunteer – Deaf Action Center (2012–2016)

## **EDUCATION**

- **Bachelor of Arts – Theology and Sacred Art**  
Holy Apostles College and Seminary, Cromwell, CT | Dec 2025
- **Catechesis of the Good Shepherd – Level I Certification**
- **High School Diploma**  
Iron Will Enterprises, Carencro, LA

## **ACTIVITIES & AFFILIATIONS**

- Brazilian Ju Jitsu (Blue Belt), Gladiators Academy - Lafayette
- Catholic Parish & Ministry Involvement
- Community Volunteer & Youth Program Support