



MICHELLE HEINS

ADMINISTRATIVE ASSISTANT AND SCHEDULING COORDINATOR

Originally from South Dakota, Michelle is currently living the military life as an Air Force spouse, stationed in Minnesota. She has a bachelor's degree in Business Administration and over 15 years of administrative experience. Her passion is providing support to our partners so they can better serve our clients. Over the years, she has developed expertise in project management, nonprofit work, event planning, customer service, finance management, and social media and website management. Through her work, she has honed her organizational skills to contribute to team success and project excellence.

Outside of work, her focus is on her family, including two children and their 10-year-old Labrador. She enjoys spending time outdoors, visiting National Parks, hiking, and camping.

