

# Jessica Claire

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## SUMMARY

Engaging and energetic professional passionate about education and artistic expression with a focus in visual and performing arts. Successful at teaching art, improv, photography and filmmaking to promote creativity, participation and motivation through positive reinforcement and experiential learning. Well-versed in introducing photography, video and visual storytelling to students of all ages by engaging in hands-on digital art projects often resulting in short films, music videos, and screenings. Dependable and successful at managing multiple priorities with a positive attitude.

## SKILLS

- Education and Training
- Editing Software
- Creativity and Artistic Expression
- Adaptability and Flexibility
- Artistic Technique Demonstration
- Curricula Planning
- Classroom Discussion Facilitation
- Instructional Methods
- Colleague Collaboration
- Facilities Maintenance
- Public Speaking
- Staff Management
- Staff supervision
- Training

## WORK HISTORY

**Arts Teacher**, 05/2010 - Current

**Pace Life Sciences** – Green Bay, WI

- Teach Photography, Video Production, Visual and Performing Arts in varied programs off and on-site including alternative high schools, adjudicated facilities, charter schools, museums, Detroit Public Schools, various additional YMCA branches and online.
- Work with K-12 and at-risk youth. Partner with local non-profits, artists and arts organizations to expand knowledge, build confidence, creativity, and experience through the arts
- Assist students in developing creativity and self-expression through various art forms, collaboration projects and media.
- Communicate with classroom teachers to correlate media projects with art and STEM activities or to reflect their current classroom curriculum.
- Guided experiential learning field trips to museums, media outlets, studios, public art spaces, partnering non-profits, nature conservatories and overnight camp.
- Develop appropriate art curricula for ages K-12. Taught art according to Michigan Common Core State Standards for grades 6 and 7 at Detroit Leadership Academy Charter School for entire academic school year.
- Guided students in various after school programs to explore a variety of media as a means of self expression, critical thinking and communication.
- Created dynamic group projects to teach collaboration and teamwork often resulting in film screenings for family and friends and publishing student work to online platforms.
- Inspired students and assisted in developing creativity and self-expression through various art forms and media.

**Manager**, 12/2017 - 05/2021

**Major Food Group** – Dallas, TX

- Drove excellent customer service through coaching, role modeling and incorporating customer feedback to reinforce and improve quality of service.
- Managed large quantities of cash and credit receipts by adhering to cash handling and reconciliation procedures to comply with company policies and procedures.
- Performed cash handling activities, including making change, cashing out register drawers, shift changes and securing nightly bank deposits.
- Initiated and updated server side-work chart rotation to promote solidarity and standard of cleanliness.
- Demonstrated leadership by keeping up with cleanliness and organization and delegating roles to employees.
- Resolved complaints, settled disputes and resolved grievances to maintain positive work environment and stellar customer satisfaction.
- Directed and managed staff in a fast paced, high demand environment including large private events and reservations, teaching guests and large groups the game of Fowling in a 62,000 sq ft warehouse.
- Delivered feedback to decision-makers regarding employee performance and training needs.
- Evaluated employees' strengths and assigned tasks based upon experience and training. Communicating and coordinating with other management and founder.
- Accomplished multiple tasks within established timeframes. Maintained safe and clean environment for the optimal customer experience.

**Front of House Manager**, 01/2017 - 04/2020

**Planet Ant Theater** – City, STATE

- Addressed guest concerns and resolved all issues to guests' satisfaction.
- Managed inventory through effectively ordering and stocking concessions, linens, cleaning supplies and front of house supplies.
- Performed cash handling activities, including making change, cashing out register drawers and securing nightly bank deposits.
- Initiated server side-work chart rotation to promote standard of cleanliness.
- Emphasized guest satisfaction during weekly departmental meetings and focused on continuous improvement.
- Managed day-to-day FOH operations to drive quality, standards and meet customer expectations.
- Resolved guests complaints while maintaining positive customer environment.
- Demonstrated leadership by keeping up with cleanliness and organization and delegating roles to employees.
- Maintained positive team environment by encouraging teamwork and respect in accordance with company mission.
- Adhered to safe work practices, health regulations and safety guidelines.

## EDUCATION

**Bachelor of Arts:** Theatre, Communication Arts

**Wayne State University** - Detroit, MI

**Master of Science:** Digital Filmmaking, Nonprofit Management

**Suffolk University** - Boston, MA