

Jessica Claire

📍 Montgomery Street, San Francisco, CA 94105 📞 (555) 432-1000 ✉️ resumesample@example.com

PROFESSIONAL SUMMARY

Experienced in many fields in performing arts. Offering 7 years' experience in Performing Arts and Non-Profit. Skilled in working in programs and building programs with a creative eye for program details and keen focus on creating and establishing procedures for cost-effective operations. Seeking an position with performing arts company in need of innovative professional.

SKILLS

Experienced in Microsoft office programs
Building curriculum and programs in performing arts
Building community connections
Pay attention to details in my work and projects given to complete.
Able to multitask different projects

WORK HISTORY

PERFORMING ARTS TEACHER 05/2016 to CURRENT

Columbia University | New York, NY

I educate students in different acting and music styles, methods, and techniques. Teaching performing arts means training pupils in how to communicate, control and project their voices, and present themselves in theater and music.
I create lesson plans, teaching students about plays, Musicals and different genres of music.
Organize and manage the learning environment, direct performance rehearsals and coordinate a showcase for each semester.
At the end of the school year I asses students' performance with a showcase.

PROGRAM COORDINATOR 02/2014 to 08/2015

Calvary Albuquerque | Albuquerque, NM

Responsible for planning and implementing activity programs designed to meet the needs of Trenton YMCA
Ability to cooperate and coordinate activity programming with other employees/departments
Coordinates large events for campers and after school students
Assists in marketing relations via website updates and Facebook
Fosters community relations through the creation and distribution of a weekly activity calendar and newsletter to families
Ensures proper administrate documents for all activities, field trips and activities
Order supplies and all materials for summer camp

PROSCHOOL TEACHER 03/2014 to 08/2014

Amazon.Com, Inc. | Chino, CA

Provide support ,guidance and ensured that my classroom complies with all state regulations and company standards.
Establish a consistent welcoming and friendly classroom for all children, parents and visitors.
Build weekly curriculum for toddlers aged 1 to 3 years old.

PROGRAM FACILITATOR 2014 to 03/2014

Cora Services | City, STATE

Establishing a safe after school environment for children in grades K-2nd grade.
Build weekly lesson plans and project based learning according to school requirements.
Created and completed a group project of building a mural in the arts classroom.

PHONE CHARGE 10/2012 to 2013

Walnut Street Theatre | City, STATE

Responsible for telephone ticket sales such as single ticket purchases, subscriptions, musical samplers, and more.

TEEN STAFF SUPERVISOR 03/2012 to 08/2012

B Safe Summer Programs | City, STATE

Supervising and training teen staff on working in urban communities of Boston in Enrichment Programs.
Schedule activities, facilities and teens as required
Supervise teens while working in summer program at two sites in Boston
Recruit, train and oversee teens in program
Complete weekly payroll

ARTS ENRICHMENT COORDINATOR 05/2011 to 08/2011

Wang YMCA Of Chinatown | City, STATE

Creating and providing Art and Educational programs to the Chinatown community from different cultures in the Boston area.

AFTER SCHOOL TEACHER/MUSICAL THEATER TEACHER 05/2009 to 01/2012

Cambridge YMCA | City, STATE

Creating and providing Art and Educational programs to the Chinatown community from different cultures in the Boston area.

MUSICAL THEATRE TEACHER 08/2013 to 11/2013

SCH Creative And Performing Arts Inc | City, STATE

Teach student various vocal exercises and techniques for singing in a live production.
Coordinated the music for the end of program showcase.

EDUCATION

Professional Diploma | Professional Music 2012

Berklee College of Music, Boston, MA

At Berklee College of Music, I was awarded the World Tour Scholarship, which allowed me to complete a diploma program in professional music.
I learned how to work in the business field of arts and also interned in 3 non profits while attending Berklee.
I also participates in performing in various ensembles and workshops.

Associate of Arts | Communications

Manor Junior college, Jenkintown, PA

Liberal arts communications

High School Diploma

Charter High School for Architecture and Design, Philadelphia, PA

Built curriculum and lesson plans for academic and enrichment classes.
Implemented a musical theater program at Cambridge YMCA for 3 years.
Supervised and coordinated summer job training program for Boston Youth Foundation Teach Instruct theater arts classes for schools and nonprofit organizations in Philadelphia and surrounding areas.

ACCOMPLISHMENTS

- Built curriculum and lesson plans for academic and enrichment classes.
- Implemented a musical theater program at Cambridge YMCA for 3 years.
- Supervised and coordinated summer job training program for Boston Youth Foundation
- Teach Instruct theater arts classes for schools and nonprofit organizations in Philadelphia and surrounding areas.
- Established Arts without Boundaries LLC, an organization that provides affordable arts programming in summer camps.