

JESSICA CLAIRE

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Professional Summary

Accomplished in increasing volunteer numbers, implementing special programs and streamlining processes. Knowledgeable about event planning and production processes. Respectful and compassionate in relating to people of all religious, economic and cultural backgrounds. Enthusiastic about team development and building strong community relationships all while providing high-quality customer service, professional educational experiences and opportunities for people to excel in the areas they are the most passionate about. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Dedicated management professional with history of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational needs.

Skills

- Music management
- Technology integration
- Volunteer Recruitment
- Project Management
- Program development
- Clerical
- Customer Service
- Leadership
- First Aid/CPR
- Good listening skills
- Organization and Time management
- Interpersonal Communication
- Self-motivated professional
- Computer skills

Work History

Director of Worship Arts, 09/2006 to Current

Accura Healthcare – Wabasso, MN

- Coordinated music and special vocals for worship services.
- Recruited volunteers for choirs and worship teams, and led 3-5 rehearsals per week
- Supported pastor in discerning and meeting spiritual needs and helped church members and guests develop sense of belonging.
- Performed as versatile vocalist and instrumentalist to support inspirational worship services.
- Oversaw budget and programming for worship arts ministry and engaged outside services economically and responsibly.
- Developed programs for holidays and unique events.
- Led and inspired worship team members and guided team in following church processes, guidelines and mission.
- Hired, mentored and supervised 12-15 staff and 50-120 volunteers to carry out program goals.
- Identified and recruited potential volunteer workers.
- Analyzed revenue and program cost data to determine budget priorities.
- Wrote and implemented 5-7 innovative worship programs each week and documented worship plans for easy future retrieval.
- Held worship team accountable for facilitating God-inspired worship and continually encouraged, equipped and empowered volunteers.

Private Piano & Voice Instructor, 01/2002 to Current

Self-employed – City, STATE

- Established strong music foundation with students by incorporating basic music theory into weekly lessons.
- Conducted individual and group music lessons lasting from 30 to 60 minutes each.
- Arranged lessons to accommodate each student's unique goals and interests.
- Developed musical instruction with goal of end-of-term recital performance.
- Communicated regularly with parents to provide information about children's progress and challenges.
- Prepared over 250-300 piano students for showcase performances.
- Audio-recorded performances for playback to help students identify mistakes and areas for improvement.
- Worked with students to sharpen sight-reading, memorization and improvisation piano techniques.
- Selected music from various genres for use as teaching pieces.
- Optimized instruction based on student feedback and assessments of courses.
- Observed students to assess abilities, interests and learning objectives for personalized lesson planning.
- Met needs of different students by adapting teaching materials and methods.

Activities Director, 01/2000 to 08/2006

Shady Rest Care Pavilion – City, STATE

- Evaluated supplies and requested purchases to meet 3-5 nursing unit's activity plans.
- Provided respectful mobility assistance to individuals needing extra support.
- Scheduled movies, entertainment and other special events.
- Engaged 80-150 residents through events, small groups and personal attention.
- Helped residents build and maintain interpersonal relationships, social skills, mental abilities and confidence.
- Performed assessments on activity programs to determine what specific activities were suitable.
- Promoted exceptional quality of life for all residents by innovating, organizing and conducting entertaining and stimulating activities.

- Maintained master calendar and all relevant records.

- Worked with nursing team to identify and document changes in patient mental acuity and physical abilities.

- Supervised 5 Activities Assistant and conducted performance evaluations.

- Networked with community organizations and leaders for volunteer opportunities and cooperative engagements.

- Planned resident outings and special events to mark holidays and celebrate special occasions.

Education

Music Education

Casper College - Casper, WY

Music Education

DePauw University - Greencastle, IN

High School Diploma: 06/1990

Lakeland High School - Lagrange, IN

Additional Information

I have attended every leadership conference and seminar I can and I am passionate about helping people and challenging people to be their best. I am also a person that prefers to work in teams and build teams that are based on high trust and high accountability as they work together to achieve unified goals.