

JESSICA CLAIRE

100 Montgomery St. 10th Floor • (555) 432-1000 • resumesample@example.com

Professional Summary

Highly motivated Sales Associate with extensive customer service and sales experience. Outgoing sales professional with track record of driving increased sales, improving buying experience and elevating company profile with target market.

Skills

- Guest services
- Inventory control procedures
- Merchandising expertise
- Loss prevention
- Cash register operations
- Product promotions

Work History

Art Instructor, 01/2016 to Current

Boys & Girls Clubs Of The Peninsula – Menlo Park, CA

- Planned and executed activities to promote skill and talent development.
- Facilitated group sessions and provided one-on-one support.
- Prepared and gathered materials for detailed lesson plans.
- Developed lesson plans surrounding various types of art, history and culture.
- Created and delivered lessons through distance, virtual and face-to-face learning and fulfilled requirements of district's curriculum program.
- Modeled interpersonal relationships with staff members, students and administrators and strived to enhance student learning and well being.
- Maintained student records and evaluated student progress.
- Attended department meetings and collaborated with other fine arts teachers.
- Met with parents and staff to resolve conflicting educational priorities and issues.

Artist, 02/2008 to 05/2021

2K – Las Vegas, NV

- Contributed to creative process through original ideas and inspiration.
- Created custom fiber art using materials such as wool, cotton, wood, acrylic and water color paints.
- Maintained and shared portfolios of artistic work to demonstrate styles, interests and abilities with potential customers.
- Made use of materials, such as ink, watercolors, charcoal, oil, computer software, paints and pencils to complete unique piece for customers.
- Consulted with clients to discuss commission ideas and style preferences to create mutually agreeable project parameters.
- Researched drawings of characters and environmental elements for inspiration.
- Established and maintained productive, professional working relationships to promote beneficial project results.
- Ordered and maintained adequate supply of materials, supplies and equipment.
- Resolved client concerns quickly and professionally to maintain respectful and productive project environment.
- Designed visual models meeting both aesthetic and technical criteria.
- Managed technological considerations to meet defined goals.
- Advertised and sold fiber art and mixed media pieces at local markets and established piece pricing on customer demand, labor costs and raw material costs.
- Researched industry trends and evaluated competitive products.
- Developed targeted marketing and sales strategies to promote successful organizational and artistic outcomes.
- Created storyboards, 3D models, animation and visual effects to meet design goals.
- Developed art and design concepts.
- Cultivated relationships with other artists and internal partners to develop positive rapport for future opportunities.
- Mentored junior artists on creative processes.

Agricultural Assistant Instructor , 09/2017 to 02/2020

Loonling Learning – City, STATE

- Worked with teachers to design lesson plans and coordinate activities for classes, consistently noting successful ideas and identifying areas for improvement.
- Provided one-on-one and group-based learning support to maintain student progress and development.
- Kept students on-task with proactive behavior modification and positive reinforcement strategies.
- Performed staff monitoring duties such as overseeing daily student intake and dismissal.
- Supported teacher in instructing core subjects, delivering supplementary lessons and coordinating materials.
- Collaborated with instructor to assist lesson and curriculum planning efforts.
- Delivered group teaching in outdoor setting and implemented individual student support.
- Attended to classroom details and logistics to maintain strong instructional environment.

Ceramics Instructor, 03/1999 to 02/2003

First Street Gallery Art Center – City, STATE

- Attended department meetings and collaborated with other fine arts teachers.
- Scheduled shows and performances in accordance with yearly calendar.
- Gathered display materials and distributed programs for shows and performances.
- Held afterwork meetings and workshops in preparation for shows.
- Evaluated and graded students' class work, performances, projects, assignments and papers.
- Met with families to resolve conflicting educational priorities and issues.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Carried out day-day-day duties accurately and efficiently.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Worked flexible hours; night, weekend, and holiday shifts.
- Performed duties in accordance with applicable standards, policies and regulatory guidelines to promote safe working environment.
- Maintained energy and enthusiasm in fast-paced environment.
- Proved successful working within tight deadlines and fast-paced atmosphere.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Developed and maintained courteous and effective working relationships.
- Maintained ceramics department by ordering supplies for special needs students and scheduling deliveries.
- Organized and maintained work for yearly fundraiser by hosting workshops with the students and community and co-curating a yearly gallery exhibition and sale.

Education

Theatre Arts

Southwestern Michigan College - Dowagiac, MI

High School Diploma: 05/1993

Niles High School - Niles, MI