

Jessica Claire

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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 PRE SCHOOL 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 AFCS 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. <td>EDUCATION</td> <td>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</td>	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. 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