

lucilledawson

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Portland Parks & Recreation 5/2011 - Current

Mt. Scott Community Center 1/2012 - Current

Special Events/Rentals Coordinator 1/2013 - Current

- ▷ Coordinated all family & special events at the center which served 600 patrons at any given event.
- ▷ Developed & planned each event based upon community needs & resources.
- ▷ Organized, promoted, scheduled, & staffed new activities, working with instructors in assigned program areas.
- ▷ Monitored on-site activities, recruited volunteers, assigned & directed the work of 20+ volunteers, part-time & contracted staff at any given event.
- ▷ Used InDesign, Facebook, & Microsoft Office to design, create & distribute marketing materials, such as flyers & program guides for social media & print.
- ▷ Worked directly with patrons & staff to book parties & events using CLASS Facility Booking software in our center which brings in an average revenue of \$3000 per week.

Front Desk Attendant 1/2012 - Current

- ▷ Processed registrations & payments for courses, programs, events, & facility memberships, using CLASS POS & Program Registration software, at a facility that services 500 patrons per day.
- ▷ Maintained current knowledge of facility programs & information while keeping accurate records including registration, deposits & community data.
- ▷ Collected fees for classes & events & processed credit card rejections.
- ▷ Provided information on Parks & Recreation programs over the phone & in-person to customers & potential customers.
- ▷ Maintained filing system & computer databases for community demographics & class information.

Lane SUN Community School 11/2011 - Current

Assistant to Coordinator/Rock Band Instructor/Camp Coordinator

- ▷ Provided support to the coordinator of after-school enrichment program that is directed at low income, high-risk students of culturally diverse backgrounds.
- ▷ Maintained accurate attendance, confidential records & performed data entry using Service Point software.
- ▷ Tutored students, hosted educational events, enforced safety, assisted parents, prepared & served meals, for 200 middle school students.
- ▷ Instructed the Rock Band class in the use of several different instruments, sound equipment, & performance of songs as a live band for school events.
- ▷ Organized & prepared lesson plans & activities for morning & afternoon themed camps, provided creative activities for 10 weeks of camp.

Charles Jordan Community Center 10/2011 – 1/2012

Lead Front Desk Attendant

- ▷ In addition to the above listed Front Desk experience, performed all tasks requested by supervisors including but not limited to: directing staff, marketing, creating schedules, ordering & purchasing supplies, maintaining scholarship requests, social networking and survey analysis.

Southwest Community Center 5/2011-9/2011

Camp Coordinator

- ▷ Coordinated 17 simultaneous summer camps by preparing lesson plans, planning activities & field trips.
- ▷ Worked with a team of 40 people to estimate material & equipment for programs, purchased supplies & equipment with approval of supervisor, & evaluated staff & programs.
- ▷ Trained & supervised staff, maintained budgets & provided administrative support to volunteers, part-time staff & contracted staff.
- ▷ Promoted each camp through the use of social media & marketing, including: Facebook, Wordpress, Constant Contact, InDesign, & Microsoft Office.
- ▷ Maintained registrations, program information, & confidential records in filing system & computer databases.

Trinity Academy for the Performing Arts 8/2012 – 12/2012

Focused Learning Instructor, Informational Texts & Writing

- ▷ Planned & implemented curriculum for writing techniques & educated middle school students at a performing arts charter school.

Portland Center Stage 1/2012 – 8/2012

Patron Services Representative/Membership Sales Associate

- ▷ Promoted, sold, processed & distributed subscriptions & single tickets to patrons, maintaining confidential records & reports using Tessitura Ticketing System software.
- ▷ Greeted & assisted all patrons in-person & over the phone using Shortel Call Manager software, providing exceptional customer service & support.

Harvey Milk Community Center, San Francisco Parks & Recreation 1/2011 – 3/2011

Volunteer Set Designer, Young People's Theatre

- ▷ Designed, constructed, painted, & installed the set of *Saturday Night*, in collaboration with the Director.

Pocket Playhouse Theatre, University of Oregon 9/2004 – 6/2008

Promoted from Historian to Treasurer to Co-Chairman to Chairman

- ▷ Managed independent student theatre in the production of 6 performances each trimester, aiding upwards of 100 students per term.
- ▷ Collaborated with elected board members, university theatre staff and the Associated Student Union to fundraise through community events to prolong the life of the theatre.

UO Craft Center & Jordan Schnitzer Museum of Art, University of Oregon 2004 – 2008

Front Desk Receptionist

- ▷ Greeted & assisted all patrons in-person & over the phone, processed admissions, sold memberships, registered guests for workshops & classes, maintained inventory & assisted at galas & special events for both museum & multi-studio craft center.

Education

Bachelor of Arts Romance Languages

University of Oregon Eugene, OR 2008

French Immersion Program 9/2008 - 12/2008

Angers, France AHA International

Spanish Immersion Program 6/2006 - 8/2006

Quérétaro, Mexico University of Oregon