

Kelly Pierce

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Profile

Quality driven director with proven ability to organize a project from design through execution. Respected facilitator, equipped with powerful communication, logistics, and leadership skills.

EXPERIENCE

Currently Employer

- Baptist Academy October 2011-March 2012
Music Teacher/Choir Director: Teach music to 1st-6th grade classes, Instruct the High School choir, teach private piano and flute lessons before and after school.

Self-Employed 2010-Present

- Demand Studios.com May 18, 2011- Current
Title Editor: Proofread, correct spelling, grammar and word order
- UserTesting.com November 12, 2010-Current
Tester: Evaluate the interface and user compatibility of websites
- Quicktate.com May 11, 2011-Current
Transcriber: Transcribe Audio files into word documents
- Baxter YMCA January 2010-Current
Instructor: Inspire and teach children to sing.
- Private Music Teacher September 1997-Current
Instructor: Develop vocal techniques and performance for private students.
Started my own studio, kpmusicstudios.com, in January of 2010.
- Sprouts DayCare November 2009-Oct. 2010
Nursery Supervisor
- Avon Middle School September 2007-May 2004
Instructor: Taught individual voice lessons to middle school students during school hours.

Volunteer Non-Profit Work 1995-2010

- First Baptist Church, Pana Illinois July 1995-September 2002
Performed secretarial support duties including personal and phone reception, typing, file maintenance, and data entry. Supervised a state-wide 2 day retreats as President of a ladies fellowship which included financial, logistical, promotional and administrative duties. Mentored youth adolescents.
- First Baptist Church, Danville, Indiana September 2002-March 2007
Created helpful tools to facilitate an organized work environment like checklists and charts. Produced 180+ PowerPoint slide presentation for "Joy of the Journey" Ladies Conferences. Manipulated images in Photoshop to use for logos, and other promotional tools. Created numerous flyers, brochures, invitations, and pamphlets for various special events. Coordinated special events, weddings, funerals, and Holiday events involving 200+ people. Designed and communicated the logistics for 4000 conference attendees to eat lunch in four different locations on the campus of Anderson University. Created and launched a program for mothers and their preschool children within the Danville Community, called Mommy and Me. Organized and created a team to work with Women's enrichment.

- First Baptist Church, Beech Grove, Indiana March 2007- September 2009
Designed and produced PowerPoint slides weekly for public presentations. Developed business brochures, mailing labels, blogs, Facebook accounts and business cards for small businesses and organizations. Initiated communication with ladies all over Indiana through email, Facebook and mailings. Lead and organized musicians, media and sound staff for weekly meetings.

Employment 1990-2002

- Danville High School, Danville, Indiana January 2003-May 2003
Substitute Choir Teacher: Taught Middle School and High School Choir.
- First Baptist Christian Academy Pana, Illinois September 1995-May 2002
Teacher: Taught Spanish I and II, Bible, Choir, and English in the secondary.
- Remax Partners January- March of 2002
Receptionist: Answered the phone and organized the office on Saturday mornings.
- Sears Customer Service, Waterloo, Iowa September 1994-August 1995
Representative: Returned merchandise, collected payments and scheduled repairs for customers.
- Sears Credit Central, Clive, Iowa August 1992-August 1995
Account Update: Call center operator. Evaluated and reviewed customer credit files from TransUnion, Equifax and Experian in order to update accounts and lines of credit for Sears customers. Responsible for call volume and accuracy. Updated account information and investigated fraudulent activity.
- Country Kitchen Restaurants November 1989-August 1995
Waitress: First customer service job. Recorded orders, delivered food, and collect funds.

EDUCATION

Associates Degree

Bible

Faith Baptist Bible College

REFERENCES

- Mr. Tracy Brown Baptist Academy Principal
Baptistacademyk12.org/ Office: 317-788-1587
- Mrs. Kristi Cloud My supervisor at Baptist Academy
Baptistacademyk12.org/ Office: 317-788-1587
- Tammy Ward My Supervisor at the Baxter YMCA
tward@indymca.org HR Office: 266-9622
- Mrs. Laurie Harris Church office secretary/Substitute/Assistant.
Lj_harris77@yahoo.com Cell- 317-501-3265
- Pastor Larry Gruis First Baptist Christian Academy Principal
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