**Jerome Purvis**

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Professional Experience

Oregon Episcopal School, Portland, OR

**Middle School History/Humanities Teacher, Sep 2004 – present**

• Establish clear objectives for all lessons, units, and projects, and communicate these objectives to students.

• Adapt teaching methods and instructional materials to meet students' varying needs and interests.

• Establish and enforce rules for behavior and procedures for maintaining order among students.

• Plan and supervise class projects, field trips, visits by guest speakers or other experiential activities, and guide students in learning from such activities.

• Use computers, audio-visual aids, and other equipment and materials to supplement presentations.

• Confer with parents or guardians, other teachers, counselors, and administrators to resolve students' behavioral and academic problems.

• Attend staff meetings and serve on staff committees, as required.

• Meet with other professionals to discuss individual students' needs and progress.

• Collaborate with other teachers and administrators in the development, evaluation, and revision of middle school programs.

• Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.

**Director - Middle School After School Program , Sep 2006 – Aug 2010**

• Communicate with children's parents or guardians about daily activities, behaviors, and related issues.

• Support children's emotional and social development, encouraging understanding of others and positive self-concepts.

• Assist in preparing food and serving meals and refreshments to children.

• Perform general administrative tasks, such as taking attendance, editing internal paperwork, and making phone calls.

• Organize and participate in recreational activities and outings, such as games and field trips.

• Help children with homework and school work.

**Upper School Residential Advisor, Aug 2005 – Oct 2012**

• Enforce rules and regulations to ensure the smooth and orderly operation of dormitory programs.

• Confer with medical personnel to better understand the backgrounds and needs of individual residents.

• Provide emergency first aid and summon medical assistance when necessary.

• Counsel students in the handling of issues such as family, financial, and educational problems.

• Make regular rounds to ensure that residents and areas are safe and secure.

• Communicate with other staff to resolve problems with individual students.

• Collaborate with counselors to develop counseling programs that address the needs of individual students.

• Develop and coordinate educational programs for residents.

• Provide transportation or escort for expeditions such as shopping trips or visits to doctors or dentists.

**Middle School Girls' Basketball Coach, Jan 2004 – Mar 2012**

• Plan, organize, and conduct practice sessions.

• Adjust coaching techniques, based on the strengths and weaknesses of athletes.

• Analyze the strengths and weaknesses of opposing teams to develop game strategies.

• Keep and review paper, computerized, and video records of athlete, team, and opposing team performance.

• Contact the parents of players to provide information and answer questions.

• Keep abreast of changing rules, techniques, technologies, and philosophies relevant to their sport.

• Arrange and conduct sports-related activities, such as training camps, skill-improvement courses, clinics, and pre-season try-outs.

Funland Pictures, Portland, OR

**Director, Writer, Editor, Jun 2002 – Jul 2003**

• Meet with and sell ideas to local businesses for TV commercial advertising.

• Supervise and coordinate the work of camera, lighting, design, and sound crew members.

• Plan details such as framing, composition, camera movement, sound, and actor movement for each shot or scene.

• Identify and approve equipment and elements required for productions, such as scenery, lights, props, costumes, choreography, and music.

• Study and research scripts to determine how they should be directed.

• Communicate to actors the approach, characterization, and movement needed for each scene in such a way that rehearsals and takes are minimized.

• Collaborate with film and sound editors during the post-production process as films are edited and soundtracks are added.

• Choose settings and locations for films and determine how scenes will be shot in these settings.

• Review footage sequence by sequence to become familiar with it before assembling it into a final product.

• Verify key numbers and time codes on materials.

• Edit films and videotapes to insert music, dialogue, and sound effects, to arrange films into sequences, and to correct errors, using editing equipment.

• Supervise and coordinate activities of workers engaged in film editing, assembling, and recording activities.

Education

University of Georgia, Athens, GA

The Northwest Film Center, Portland, OR

**R E F E R E N C E S**

Scott Hardister - OES Middle School Head - 503-841 7231

Bonnie Brennan - Admisssions/OES Head of Dorms - 971-275-0328

Matt Zodrow - Producer - Funland Pictures and "Go Northwest!" - 503-890-8132.