

ELSIE CHARLES

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OBJECTIVE

To contribute youth development experience, leadership skills, and event planning experience to the Youth Recreation Coordinator position at Bend Parks & Recreation.

EDUCATION

Bachelor of Science in Liberal Studies

Oregon State University-Cascades - Bend, OR, Anticipated Graduation: June 2020

Achievements: GPA: 3.97; Presidential Scholarship, September 2016 – Present; Leading Edge Scholarship, September 2017

Valedictorian, Franklin High School, Portland, OR

High School Diploma, 4.0/4.0

YOUTH DEVELOPMENT EXPERIENCE

Swim Instructor, *Portland Parks & Recreation*, Portland, OR, May - August 2016/July - August 2017

- Taught 2-6 children ages 6 months to 17 years water adaption, safety skills, and swimming techniques
- Communicated student progress to parents daily
- Organized lesson plans, class materials, and pool equipment daily

Program Aide/Leader-in-Training, *Girl Scouts of Oregon and SW Washington*, Rhododendron, OR, June 2011 - June 2015

- Educated and cared for a group of 10 campers between the ages of 5 and 12
- Collaborated with team members to plan events for all camp attendants (approx. 150) for a week-long summer camp
- Facilitated arts and crafts activities during two of the summers
- Planned and coordinated camper schedules throughout each day

Coach, *Oregon Battle of the Books*, Lewis Elementary School, Portland, OR, November 2012 - March 2013

- Coached teams of five 4th graders to compete in regional competition
- Promoted literacy and provided training resources
- Facilitated weekly meetings with book questions and discussions
- Organized seasonal reading schedules for five students

LEADERSHIP & ACTIVITIES

Program Coordinator, *OSU-Cascades*, Bend, OR, September 2017 - Present

- Work with team to plan and facilitate events for the entire campus community
- Reserve space on-campus and order catering for small and large events
- Communicate with faculty, clubs and campus leadership to request permission and engage in event participation
- Collaborate with Marketing Coordinator to promote on-campus events

Link Crew Leader, *Franklin High School*, Portland, OR, May 2014 – June 2016

- Mentored freshmen members of Link Crew group to help with transition to high school

Swim Team Captain (2015-2016), *Franklin High School*, Portland, OR, November 2012 – February 2016

- Communicated with local business owners and processed volunteer paperwork to organize team fundraisers
- Coordinated team participation at events including pre-season conditioning, fundraisers and meets

Advanced Scholars Program Participant, *Franklin High School*, Portland, OR, September 2012 – June 2016

- Successfully completed 7 AP classes and mentored younger high school students in the program

OTHER WORK EXPERIENCE

Collage - Fine Arts & Crafts Supplies, Portland, OR

Neighborhood Business Outreach/Event Manager, June - August 2015, 2016, 2017

- Supervised one to two team members
- Managed Collage sponsored "Concerts in the Park" series providing free crafts for the community
- Organized supplies, transportation, and employees for events
- Collaborated and communicated with Parks Dept.

Sales Associate, May 2013 - December 2016

- Provided quality customer service through positive, engaging attitude
- Engaged customers through sharing of thorough product knowledge and expertise
- Organized and merchandised products