

Jared de Uriarte

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Experience

Freelance Production Assistant

School House Beauty Branding Agency

New York, NY | 08/2020 - 11/2020

- Assisted in all aspects of creative production projects for the advertising and marketing campaigns of high-end beauty and skincare brands.
- Collaborated closely with Director of Creative Production to efficiently manage workload and meet client deadlines
- Compiled imagery and editing notes for retouching artists and client feedback
- Corresponded with clients and artists to ensure project timelines were adhered to
- Sourced creative production talent, such as photographers, stylists, and models
- Maintained database for creative production vendors and artists

Administrative Coordinator

Old Pine Community Center

Philadelphia, PA | 04/2019 - 8/2020

- Acted as community liaison for Philadelphia non-profit serving local communities through enrichment programming and outreach initiatives.
- Staffed front desk and received all Community Center guests and phone calls
- Planned and coordinated community events, drives, and fundraisers in support of organizational programming and outreach initiatives
- Managed social media and digital communications
- Developed language and strategy for promotional and informational campaigns
- Co-managed community space rental program
- Stewarded close relationships with donors and community members
- Oversaw the donor management system and tracked community engagement
- Provided administrative support for executive leadership

Ballet Teacher

954 Dance Movement Collective

Philadelphia PA | 10/2019 -

- Developing contemporary curriculum based in classical ballet principles for students of all ages and varying dance levels
- Instructing and demonstrating dance combinations
- Providing individual attention and breaking down fundamentals step-by-step
- Facilitating a positive classroom experience to enhance movement comprehension

Server

Bluecoast Seafood Grill & Raw Bar

Rehoboth Beach, DE | 06/2017 - 11/2018

- Providing superior customer service by attending to guests in an affable and responsive manner
- Maintaining an articulate knowledge of menu items and restaurant specials
- Strategically selling select food and drink items
- Working as a team to complete restaurant side work to ensure a clean and efficient restaurant

Education

University of Pennsylvania Coding Bootcamp

Philadelphia, PA

- Anticipated, May 2021

Bard College

Annandale-on-Hudson, NY

- Bachelor of Arts, 2018
Philosophy, major
Photography, concentration
German, concentration

Bard College Berlin

Berlin, Germany

- Semester Abroad, 2016

Technical Skills

Languages:

- html
- css
- javascript
- jQuery

Technologies:

- Bootstrap
- Skeleton framework

Computer:

- Remote workplace
- Adobe Photoshop
- Microsoft Office
- Google Suite
- Database entry and management

Other:

- German fluency
- German-to-English translation
- Written & verbal communication
- Interpersonal
- Critical thinking
- Self-starting
- Attention to detail
- Organization
- Problem solving
- Photography
- Ballet dancing

Experience

German Language Tutor

Bard College Learning Commons

Annandale-on-Hudson, NY | 02/2017 - 05/2018

- Tutoring the German language and culture in one-on-one and small group settings
- Identifying tutees' pedagogical needs and planning lessons accordingly
- Emphasizing in lessons language fundamentals and mechanics
- Drawing up written and verbal tests
- Reporting to tutees' professors on progress and recommendations

Co-Editor

Sui Generis Magazine

Annandale-on-Hudson, NY | 05/2017 - 5/2018

- Coordinating and executing the editing and printing process of annual Bard College publication for translation studies
- Liaising with printers and senior faculty advisors of the publication
- Working closely with graphic design team through editing and printing process
- Proofreading and editing student submitted translations for clarity, accuracy and journalistic style

Ballet Dancer

First State Ballet Theatre

Wilmington, DE | 08/2013 - 05/2014

- Training intensively to keep body in optimal physical shape for ballet performance
- Rehearsing as a team with fellow company dancers
- Receiving and promptly executing critique and direction from artistic staff
- Performing a wide array of repertoire for live audiences