

Lesley Scott

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PROFESSIONAL SUMMARY

Candidate with over 4 years of experience in education and nonprofit administration, with qualifications in Sociology, Anthropology, Film, and Education seeking position organizing reports and schedules for nonprofit environment or production company.

CORE QUALIFICATIONS

- o Proficient with Microsoft Word, Excel, PowerPoint, Outlook
- o Conflict resolution training
- o File/records maintenance
- o CPR and First Aid certified
- o Excellent multi-tasker
- o Strong verbal/written communication skill

PROFESSIONAL EXPERIENCE

Forever Memories, LLC, Grand Rapids, MI

Newborn Photographer, May 2016 - present

Spectrum Health Child Development Center, Grand Rapids, MI

Associate Toddler Teacher, March 2015 – April, 2016

- o Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.
- o Prepare materials, classrooms, and other indoor and outdoor spaces to facilitate creative play, learning and motor-skill activities, and safety.
- o Maintained daily and weekly records of children's activities and development.
- o Increased center attendance.

Art Cats Gallery, Petoskey, MI

Sales Associate, May 2013 – August, 2014

- o Maintain store in a neat and organized fashion and set up displays
- o Process payments and assist customers.
- o Inventory, scheduling, shipping, daily communications with other staff.

North Country Nubs Cubs Daycare, Harbor Springs, MI

Classroom Teacher, November 2012 – February 2014

- o Employed a variety of materials for children to explore and manipulate in imaginative play.
- o Maintained daily records of meals, naps, and diaper changes.
- o Collaborated/communicated daily with teachers to keep activities and center running smoothly.

Bay View Association, Bay View, MI,

Summer Intern Administrative Assistant, May 2010 – August 2010

- o Managed reception area, including greeting visitors and responding to telephone and in-person requests for information.
- o Facilitated association classes: registration, payment, enrollment and client satisfaction.
- o Responsible for fundraising and donations.
- o Handled all incoming and outgoing correspondence.

University of Alaska, Fairbanks – School of Education, Fairbanks, AK

Graduate Assistant, August 2009 - December 2009

- o Collected and kept data on elementary education interns and elementary education program.
- o Sent out emails, faxes and forms pertaining to intern attendance, Standards-based Observation Feedback Form, Formative Observation Feedback Form, and Professional Characteristics Feedback Form.
- o Assisted elementary education program teachers – scheduling classes and finding the appropriate room – updated blackboard.
- o Compiled statistical information for special report.

Daegu Metropolitan Office of Education, Daegu, Republic of Korea

Assistant Language Teacher, September 2008 - February 2009

- o English consultant for teachers and staff at Dalseo Middle School and High School.
- o Taught English to Middle School and High School students.
- o Created daily lesson plans for different ages and learning levels.
- o Instructed students through lectures, discussion, group activities and demonstrations.

Char-Em ISD AmeriCorps, Charlevoix, MI

AmeriCorps Volunteer, September 2007 - June 2008

- o Developed "success strategies" for at-risk students.
- o Mentored at-risk students at Concord Academy.
- o Provided additional support to students with IEP diagnoses.
- o Collaborated with classroom teachers to implement anti-bullying program.

EDUCATION

Central Michigan University, Mount Pleasant, MI

Completed coursework towards MA in Film Theory and Criticism, present

University of Alaska Fairbanks, Fairbanks, AK

Completed coursework towards M.Ed in Counseling, December 2009

Alma College, Alma, MI

Bachelor of Arts in Sociology and Anthropology, May 2006

- o Minor in Psychology

COMMUNITY INVOLVEMENT

Woman's Resource Center of Northern Michigan, Petoskey, MI

Safe Home Volunteer, October 2007 - August 2008

- o Documented events during shift.
- o Fielded crisis calls.

- o Performed intakes.
- o Aided women staying at house (help them look for apartments, jobs, and child care).

ROTC, Petoskey, MI

Theater Volunteer, June 2006 – September 2008

- o Founding Member of local Shakespeare group
- o Performed in *Mid Summer's Night's Dream*, *Much Ado About Nothing*, and *As You Like It*

Little Traverse Civic Theater Petoskey, MI

Theater Volunteer 1995 - 2008