**Lesley Scott**

2753 Woodlake RD SW, Wyoming, MI 49519 ◊◊ (231)881-5343 ◊◊ lesleys06@gmail.com

**PROFESSIONAL SUMMARY**

Candidate with over 4 years of experience in education and nonprofit administration, with qualifications in Sociology, Anthropology, Film, and Education seeking position providing administrative support and event support with a thriving company.

**CORE QUALIFICATIONS**

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

**PROFESSIONAL EXPERIENCECE**

**Forever Memories Newborn Photography, Grand Rapids, MI**

Photographer, May 2016 – present

**Spectrum Health Child Development Center, Grand Rapids, MI**

Associate Toddler Teacher, March 2015 – April, 2016

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

**Art Cats Gallery, Petoskey, MI**

Sales Associate, May 2013 – August, 2014

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

**North Country Nubs Cubs Daycare, Harbor Springs, MI**

Classroom Teacher, November 2012 – February 2014

* Employed a variety of materials for children to explore and manipulate in imaginative play.
* Maintained daily records of meals, naps, and diaper changes.
* 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

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

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

Graduate Assistant, August 2009 - December 2009

* Collected and kept data on elementary education interns and elementary education program.
* Sent out emails, faxes and forms pertaining to intern attendance, Standards-based Observation Feedback Form, [Formative Observation Feedback Form, and Professional Characteristics Feedback Form.](http://www.uaf.edu/educ/elementary/documents/FOFF_date_InternLastName_F09_M_000.pdf)
* Assisted elementary education program teachers – scheduling classes and finding the appropriate room – updated blackboard.
* Compiled statistical information for special report.

**Daegu Metropolitan Office of Education, Daegu, Republic of Korea**

Assistant Language Teacher, September 2008 - February 2009

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

**Char-Em ISD AmeriCorps, Charlevoix, MI**

AmeriCorps Volunteer, September 2007 - June 2008

* Developed "success strategies" for at-risk students.
* Mentored at-risk students at Concord Academy.
* Provided additional support to students with IEP diagnoses.
* 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*

* Minor in Psychology

**COMMUNITY INVOLVEMENT**

**JAFAX, Grand Rapids, MI**

Cosplay Coordinator, February 2015 – present

**Woman's Resource Cent of Northern Michigan, Petoskey, MI**

Safe Home Volunteer, October 2007 - August 2008

* Documented events during shift.
* Fielded crisis calls.
* Performed intakes.
* Aided women staying at house (help them look for apartments, jobs, and child care).

**ROTC, Petoskey, MI**

Theater Volunteer, June 2006 – September 2008

* Founding Member of local Shakespeare group
* 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