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## EDUCATION AND CERTIFICATIONS

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- California State University, Chico** 2008 - 2012
- B.A. Art Education, minor Art Studio
- Imperial College, London England (Study Abroad)** 2011
- International Marketing, History of London Through Architecture
- The Language House TEFL, Prague Czech Republic** 2015
- Pre-Intermediate - Upper Intermediate
- CBEST - California Basic Educational Skills for Teaching** 2013
- # 41632402

## WORK EXPERIENCE

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- Sculpture Fulfillment Coordinator - Richard MacDonald Studios, Monterey CA** 2012 - 2014
- Assisted with managing the flow of the production team.
  - Managed the wax department as well as fully trained in their department.
  - Assisted in all aspects of Shipping and Receiving.
  - Purchasing Agent.
  - Point of contact for all vendors.
  - Managed organization of travelers.
  - Created PO's for bronze and bases.
  - HR - In charge of interviews, new hire binders, ORG binders, housed company directory.
  - Managed summer intern.
- Art Teacher, Amami Oshima Japan** 2012
- Planned art project and lessons for students ages 5-55.
  - Presented the project to the class along with a brief lesson/background.
- Customer Service Representative, Chico CA** 2009 - 2012
- Assisted with most all office operations such as customer needs, answering phones, filing, scanning, running quotes and mailing out documents.
  - Balanced premium payments, followed by closing the ACA and depositing money to the bank.
  - Designed, planned and assembled the Farmers display case.

## COMMUNITY INVOLVEMENT

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5th Annual ArtEd Showcase

Spring Jamboree

Frugal House Design Participant

Butte Humane Society

Adopt A Grandparent Program C.A.V.E.

## SKILLS

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Mac: Foto Editor, Pages, Keynote, Numbers, Photoshop, InDesign

Windows: Office, Excel, Outlook, Powerpoint