**John/Jane Doe, 235 Main St., Rochester, NY, USA 14609**

[hellojane@gmail.com](mailto:hellojane@gmail.com) 202-333-0120

**EXPERIENCE**

**Martell Arts Council,** **Dorne, Westeros**

Logistics Coordinator (FT, 40 hours/week, $55,000/year) May 10,2021–March 1, 2022

1. Coordinated transportation/housing logistics and schedules for staff and artists of Martell produced folk festivals
2. Communicated with artist by email and phone
3. Composed contracts and managed the MAC internal database for accuracy

**Rob Stark Dental Practice, North, PA**

Office Manager (FT, 40 hours/week, $25/hour) April 1, 2020–March 31. 2021

1. Processed, ordered, restocked and organized the entire denture inventory
2. General Office work, including phone, computer data base, correspondence and billing

**Targaryen International School, Crownland, CA**

Teacher (PT, 30 hours/week, contract $24/hour) November 1, 2019–April 1, 2020

1. Established a printing partnership and a publishing house dedicated to supporting women authors
2. Recorded folktales in both Dothraki language and English
3. Taught beginner Meereen language skills and after school nursery classes

**Martell Arts Council, Dorne, Westeros**

Production Assistant (FT, 40 hours/week, $24/hour) June 3, 2019–October 25, 2019

1. Managed stage crew, performers, and dragons during live shows each day over the course of 4 folk festivals
2. Created Production schedules for staff and oversaw the work of all production assistants

**Smithsonian Institution, Center for Folklife and Cultural Heritage, Washington, D.C.**

Festival Participant Assistant (FT, 40 hours/week, contract $6,000) May 13–June 30, 2019

Folklife Festival Summer Intern (FT, 40 hours/week, unpaid) May 8–July 10, 2018

1. Collaborated with curators to assist in coordinating food, housing, transportation, health and emotional/cultural concerns for Festival participants
2. Generated materials, updated participant database, and harmonized participant travel/housing logistics
3. Recruited and organized festival volunteers while assisting production manager with site set up

**Three Eye Raven School, Hollow Tree, NJ**

Teacher’s Assistant (PT, 15 hours/week, $12/hour) September 9, 2016–May 15, 2019

1. Facilitated a calm atmosphere conducive to learning language arts, folklore, and crafts

**EDUCATION**

**Drew University, BA**  **May 2019**

*Majors:* French & Sociology/Anthropology

*Minors:* Peace and Justice Studies & Gender Studies GPA: 3.98

*Honors:* Dean’s list (Fall 2015-Spring 2019), Honors program, MLK Ripple of Hope Award, Sister Eloise-Thérèse Alpha Mu Gamma Scholarship, Bukvic Memorial Scholarship in German

**J. Snow School of Labor and Wall Studies December 2020**

Graduate Certificate in Labor Studies

Interned with SEIU Local 512 & Justice for Janitors

**Certifications and skills:** CAD,AdobePhotoshop, CPR & First Aid Certified (2021), Peer Mediation & Dialogue Facilitator (re-certified 2017, 2018, 2019), working knowledge of theatre electrics/lighting, Sprout Social, writing & editing, cross-cultural competency, working on & managing a team, Microsoft Office & Google Suites, zine design, special event planning, meticulous logistics

**REFERENCES**

**Linda Martinez**

Director of Sales, North America

ABC Company

512-555-6789

[l.martinez@abccompany.com](mailto:l.martinez@abccompany.com)

*Direct supervisor*

**Jesse M. Sanders**

Senior Project Manager

DeerSweater Inc.

763-976-1599

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*Co-worker*

**Joseph Smith**

Professor, McCollough School of Business

State University

512-555-1234

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*College professor and thesis advisor*