**Melody maradiaga**

**phone # (954)501-4381**

[**Melodymaradiaga@GMAIL.COM**](mailto:Melodymaradiaga@GMAIL.COM)

**3406 Avenue Villandry beach, fl 33064**

**www.Consciouscreationsinc.com**

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| **Skills**   |  |  |  | | --- | --- | --- | | * Management * Leadership * Scheduling * Training * Correspondence * Sales * Event Planning * Host on/off site events * Networking * Marketing | * Teaching * Inventory * Maintain Organization of Creative Supplies * Building Handbooks, Craft books, Curricula and Programs. * Detail Orientation * Childcare * Reiki & Meditation | * Technical Skills: * Sketching * Design * Painting in all mediums * Sculpting * Crafting * Embroidery * Adobe Photoshop * QuickBooks * Excel/Microsoft Word |   **Professional Experience**  SPACE OF MIND LLC. DELRAY BEACH, FL – U.S  **Art Coach, Community Programming/Camp Coordinator**  Feb 2022 – Present   * Teach Art Expression classes to students K-12 in a private school setting * Build lesson plans for students * Fill in for other coaches in different curriculums following a lesson plan * Run afterschool art program * Build Handbook for Community Programming Events and Room Rentals * Coordinate summer camp program * Create entire summer camp curriculum * Facilitate community events * Correspondence for event inquiries * Build Private Party program * Create client agreements for private parties * Create private party packages * Host Private Parties * Network for Workshop Facilitators to collaborate with * Seek out and book vendors and collect vendor agreement * Manage event calendar   CONSCIOUS CREATIONS INC. FT. LAUDERDALE, FL – U.S  **Business Owner, Art Instructor**  May 2020 – Present   * Host and teach Mindful Painting Events, Classes, and Parties * Book Private Parties for celebrations such as birthdays, showers, team building events * Host and Teach kid’s art events, classes, and parties * Professional Face and Body Paint * Built website, email campaigns, digital marketing * Collaborate with various venue spaces * Order, organize and maintain art supplies inventory * Create Invoices and collect payment * Train artist assistants * Conduct Guided Meditations, Reiki Circles, Sound baths, Card pulling and aromatherapy   DELMAR ACADEMY FT. LAUDERDALE, FL – U.S  **Art Instructor/Child Care**  June 2021 – Aug 2021   * Ran the visual art summer program * Create lesson plans including art history, creative themes, using various mediums * Taught art to students from 5-12 years old * Create art installations * Create group projects with students * Put together student art shows * Maintain relationships with students’ parents * Follow Florida Educational Standards   FREE FLOW STUDIO - MOKSHA HOUSE FT. LAUDERDALE, FL – U.S  **Manager/Event Planner**  Jan 2020 – Nov 2021   * Network to find workshop facilitators to collaborate with * Booked Workshops and add events to our calendar * Manage Employees * Maintained relations with clients and follow up on memberships * Create systems and procedures for overall company * Marketing events and classes * Produced creative marketing materials * Host private events * Interviewed new teachers and collaborators * Front desk check ins and gave tours to new clients * Sales on memberships and classes   ALL IN ONE KIDS ENTERTAINMENT SUNRISE, FL – U.S  **Manager/Event Planner**  August 2018 – Dec 2018  **Face Painter/Kids Entertainer** June 2014 – Dec 2018   * Create event calendar and plan out custom packages for parties * Create systems and procedures for overall company * Create invoices and contracts for clients * Follow up with party planners * Create weekly employee schedule * Handle Payroll using QuickBooks * Answer all customer calls and emails * Hold Employee Interviews * Train Entertainers and Office Assistant * Responsible for keeping track of Inventory * Face paint at events * Dress up and act as different characters for children’s events * Collect remaining balance for events   LANDI SUBJECT ENGLISH (REMOTE) BEIJING, CHINA  **ESL Teacher**  Oct 2017 – Oct 2018   * Teaching English virtually as a second language to young students in Beijing, China between ages 4 to 10. * Teach within a peer study element which includes peer tutoring, peer modeling and peer assessment. * Introduce new vocabulary while assisting with pronunciation, grammar and spelling. * Utilizing TPR (Total Physical Response), Props and Creative games to increase learning * Managing virtual class times and schedules * Writing class reports for each student evaluating their performance in each lesson   UTHI SUKSA SCHOOL KAMPHAENG PHET, THAILAND  **ESL Teacher** Aug 2017 – Mar 2018   * Creating lesson plans from beginning to end * Teaching English as a second language to Kindergarten and Primary students * Teaching English including grammar, spelling, pronunciation, and conversational skills * Creating a fun learning environment appropriate for each grade level * Monitoring and Instructing 22 periods with 30-40 students in each class * Creating the curriculum for an entire semester for each grade * Assisting other English Teachers in managing their classrooms   PAINTING WITH A TWIST BROWARD &DADE COUNTY, FL – U.S  **Manager/Event Coordinator/Art Instructor** Jul 2014 – June 2017   * Manage and instruct for 5 locations in Broward and Dade County, Florida: Miami – Design District, Miramar Parkway, Miami Lakes, Miami Beach, The Falls - Pine Crest * Book corporate and private parties, public events, and fundraisers * Interview, hire, and train artists and assistants to operate and manage the admin portal * Delegate artists and assistants to prep for parties and events * Create the schedule for the artists and assistants shifts * Answer company’s calls and emails providing excellent customer service * Maintain a structured method in following up on booked parties and events. * Guide and instruct the guests of large parties to complete their own paintings on a canvas * Create a fun learning environment using public speaking while engaging students of all ages * Create invoices for private and corporate events * Host birthday, bachelorette/bachelor, baby showers and fundraisers * Take inventory and order supplies   PAINTS N COCKTAILS PLANTATION, FL – U.S  **Manager/Event Coordinator/Art Instructor** Oct 2013 – Jun 2014   * Created monthly event calendar as well as coordinated the private, corporate, and public events for the company * Delegated artists to complete all tasks including proper art instructions, on/offsite event set up, and opening/closing procedures * Prioritized and managed multiple projects simultaneously * Administration support and day-to-day functions as needed; phones, faxing, filing, mail, and email * Operated company’s social media networks * Maintained following up on issues in a timely manner, took initiative in owner’s absence * Created invoices for private and corporate events * Developed, organized, and coordinated the entire summer camp program for the company * Maintain organization of creative supplies and tools * Performed clerical functions including controlling correspondence, designing filling systems, reviewing and ordering supplies * Created works of art to expand company’s painting library * Taught the children’s art enrichment program and summer camp * Used step by step instruction to lead non experienced painters in creating quality art pieces   THE GARD GALLERY PARKLAND, FL – U.S  **Manager/Art Instructor** Sep 2010 – Oct 2013   * Developed the employee handbook, managed the payroll and scheduling for all staff * Enrolled interested clients into purchasing artwork, painting classes and supplies * Created and operated advertising and social media for the company to help promote business * Held monthly business meetings to improve the company’s overall productivity. * Ordered and maintained art supplies for studio * Handled the scheduling for, coordinated and hosted art shows, on/offsite events, and fundraisers * Taught adults and children to reach their potential through artistic media and created the curriculum for students * Taught at Heron Heights Elementary School after school art program * Created an arts & crafts book with pictures and instructions * Created an organized storage for all the creative mediums, craft elements and supplies * Established, organized, coordinated after school art programs and art camp for spring, summer and winter * Created the displays and ordered new merchandise to be added to inventory in art store * Build and designed company’s website, business cards, and brochures.   **Other Accomplishments**   * Donated and coordinated **charitable art events** to *Kids in Distress, Miami Federal Detention Center, Children Home Society, The Leadership Learning Center and Earth Angels.* * Completed all courses of **Gratitude Training – Leadership Program** * **Mentor** for Gratitude Training * Completed and retrieved **certifications** in *Reiki energy healin*g and *Teaching English as a Second Language***.** * **Art Featured** at various Art Events including *RJ Art Junkies at The Black Rose, Stonewall, and Bar Stache, Indie Craft Bazaar, Synesthesia Music & Art Festival and Spring Swap Jam Art Festival at Unity 88.* * Chosen to participate in the Chair Affair & Auction-Benefit for American Cancer Society, (Designed a chair to be auctioned off for Charity) * Coordinated The Gard Gallery’s art show for the Opening of Jerry’s Artarama art store * Artwork displayed in The Gard Gallery’s art show for the opening of Jerry’s Artarama art store   **Education & Certification**  **Florida International University**  MIAMI, FLORIDA – U.S  Bachelors of Science **–** *Art Education* Jan 2016 – Present  Projected Graduation Date: Dec 2022  **Reiki Level 1 & 2 Certified** POMPANO, FLORIDA – U.S  *Makai Usui Method*Feb 2022 - Sept2021  **Xplore Asia** HUA HIN, THAILAND **120-hour Certificate in TESOL** August 2017  This course is internationally accredited by OTTSA, an industry leading standards agency that reviews and accredits TESOL programs around the world.    **Broward College – Graduated 2014** DAVIE, FLORIDA – U.S  Associates in Arts ***-*** *Graphic/Art Design*Aug 2010- May 2014  **Marjory Stoneman Douglas High School**  PARKLAND, FLORIDA – U.S  High School Diploma Aug 2006 – Jun 2010  Scored a 5 out of 6 on advanced-placement art portfolio  To view Artist portfolio check out : [www.artbyamermaid.com/portfolio-1](file:///C:\Users\Mimi\Documents\Resumes\www.artbyamermaid.com\portfolio-1)   |  | | --- | |  | |  |  | resent |