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|  **Skills**

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| * 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
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 **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 2017This 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.SHigh School Diploma Aug 2006 – Jun 2010Scored a 5 out of 6 on advanced-placement art portfolio To view Artist portfolio check out : [www.artbyamermaid.com/portfolio-1](file:///C%3A%5CUsers%5CMimi%5CDocuments%5CResumes%5Cwww.artbyamermaid.com%5Cportfolio-1)

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