




Carrie Tann-Cooper

CONTACT

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 Bear, DE

EDUCATION

Master of Science
Entertainment Business
Full Sail University
2018 – 2019

Bachelor of Fine Arts
Studio Art & Interior Design
Rosemont College
2013 – 2017

PROFESSIONAL SKILLS

Budget Planning
Problem Anticipation and Resolution
Client Relations
Program Planning and Development
Program oversight
Written and verbal communication
Good listening skills
MS Office
School education
Sales trends
Stocking and replenishing
Multi-tasking
Sales
Client and Customer service
Teaching & Lesson Planning
Curriculum Coordination

EXPERIENCE

Teacher Leader

Bellevue Community Center / Wilmington, DE / 2017-2019

- Supervised the kindergarten and school age programs
- Facilitated meetings between staff and parents
- Developed academic curriculums for Kindergarten and First grade cohorts
- Liaison between administrators and teaching staff; communicated issues and suggestions to both departments

Pandora Sales Associate & Repair Liaison

Jared, The Galleria of Jewelry / Christiana, DE / 2018-2019

- Product promotion and sales
- Client service; assisted clients with decisions on purchasing products
- Aided customers who were seeking repairs for jewelry and other accessories

Assistant Wedding & Event Planner

Heaven Sent Wedding Consultants / Newark, DE / 2018-2019

- Coordinated meetings with vendors
- Assisted with event site setup and break down
- Social media marketing and promotion of events hosted by Heaven Sent
- Customer service and networking

Assistant Wedding Planner & Crew Member

The Farmhouse / Wilmington, DE / 2018

- Organized meetings with prospective clients and event planning staff
- Coordinated open houses and conducted tours of the venue to prospective clients
- Maintained previously established client relationships and successfully created new client and vendor relationships
- Assisted with creating designs for weddings and events

Assistant Director for Summer Camp

Bellevue Community Center / Wilmington, DE / 2019-2020

- Coordinated weekly excursions for the summer camp program
- Budget planning for activities and trips
- Conflict anticipation and resolution between staff and clients
- Meeting planning for staff personnel and clients
- Coordinated transportation methods to local and out-of-state excursions
- Researched locations for trips and negotiated pricing

Lead Teacher; Childcare

Bellevue Community Center / Wilmington, DE / 2020-2021

- Developed and designed year-long academic curriculums for the pre-school program
- Planned and developed daily lesson plans
- Oversight of the day-to-day activities of the childcare program
- Daily communication via emails, phone calls and in-person meetings with parents and staff
- Planned special social events for parents and staff
- Organized and planned the pre-school graduation

Community Outreach Specialist

Lions Club International / Wilmington, DE / 2021

- Marketing to local business through emailing and phone calls
- Facilitated partnerships with local businesses
- Researched companies to potentially develop longstanding partnerships
- Coordinated promotions for events hosted and sponsored by the Lions Club

College Readiness Coordinator

Lions Club International / Wilmington, DE / 2021

- Transportation coordination
- Organized college campus tours for teen youth in Edgemoor
- Negotiated dates and times for visitations to campuses
- Created lesson plans structured around the culture of college and how to finance a degree