

Karissa Miller

artistkm75@gmail.com

<http://stu.westga.edu/~amille19/>

PROFESSIONAL SUMMARY

- 14+ years demonstrated commitment to working as an artist, gallery assistant, event coordinator and host for local art shows in Atlanta, GA
- 2 years experience teaching art to Elementary and Secondary level students in afterschool and summer art camp environments
- 2 years experience working directly with the College of Arts and Humanities and the Department of Art at the University of West Georgia
- 4 months experience substitute teaching for general education Elementary and Secondary level students in the public school system
- 4 months experience substitute teaching for Special Education Elementary and Secondary level students in the public school system

EDUCATION

University of West Georgia

2010-current

Carrollton, GA

Art Education major

PROFESSIONAL EXPERIENCE

Art Instructor, June 2013-Current, Carrollton Cultural Arts Center

- Responsible for teaching art to two classes afterschool on Thursdays to Elementary level students
- Responsible for lesson planning and ordering supplies needed for successful implementation of art activities
- Responsible for set up and clean of the classroom and art supply closet
- Responsible for communication with parents of enrolled art students concerning inclement weather days, spring breaks, upcoming performance and art show events
- Responsible for teaching safety demonstrations of all tools and materials used in the creation of fine art

Art Instructor, January 2014-current, Saturday Studios at the University of West Georgia

- Responsible for teaching art to Elementary and Secondary level students two Saturdays a month
- Responsible for lesson planning and ordering supplies needed for successful implementation of art activities
- Responsible for set up and clean of the classroom and art supply closet
- Responsible for teaching safety demonstrations of all tools and materials used in the creation of fine art

Substitute Teacher, February 2013-May 2013, Boise School District

- Responsible for being on call daily and reporting on time to a school as support assistance

- when an employee is absent
- Following all instructions given by administration or lead teacher in their behalf and teaching students accordingly
- Flexibility and ability to work independently as a member of the school's support team in a variety of positions on a daily basis
- Treating staff and students with compassion and respect in order to achieve learning goals

Student Office Assistant to the Manager, August 2011- May 2012, June 2013- December 2013, University of West Georgia

- Responsible for assisting in daily administrative duties for the College of Art & Humanities and the art department such as couriering, maintaining organization of student and faculty files, recording inventory of art and office supplies
- Responsible for filing, answering phones, creating memos copies, and flyers and advertising of campus art events
- Interior design, decorating and maintenance of the conference room, faculty offices upon request and the art library
- Opening and closing the galleries and assisting in gallery set up for shows
- Assisting students with class schedules, program applications and gallery event information

Data Entry Clerk, March 2012-August 2012, Alloy Wheel Repair Specialists

- Responsible for data entry into Quick Books
- Handling Accounts Payable and Receivable in voices and work orders from franchises in New York, Texas and Arizona
- Developing supportive community relationships with customers and vendors
- Running reports for team meetings and keeping track of profits and losses.
- Answering high volume phone lines from vendors and customers

COMMUNITY

2010-current	Participating artist for dooGallery, a private owned art gallery that hosts over a hundred events a year, Atlanta, GA
2011, 2012	Participating artist for Tara Project, a Non-Profit that works to build clinics and pharmacies in Kenya for Women and children living in poverty
2011-2012	Member of Art Student Union, University of West Georgia
1999-2012	Creator/Coordinator/Artist, Local Ingredients Art & Music, Atlanta, GA

ORGANIZATIONS

2013-current	Member of NAEA
2011	Member of the Paulding Artist Guild
2013-current	Member of Carrollton Artist Guild
2013	MeccaFest of Carrollton art festival volunteer for the children's

	interactive art tent
2013	Eclectic Live, children's community art volunteer instructor
2014	Three submitted and published artworks in Eclectic Art & Literary Magazine

SPECIAL SKILLS

- 8+ years experience in caring for a special needs child
- 8+ years experience in volunteering in Pre-K and Elementary level special needs classrooms
- 9+years experience with MS Word and PowerPoint
- 2 years experience in Adobe Photoshop
- 1 year experience in Adobe Acrobat, Dreamweaver, Illustrator