

Lauren Rahill

(518)248-6557

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Qualifications Summary

- Excellent in maintaining Professional and Interpersonal relationships
 - Budget Management & Accounting
 - Proficient in Microsoft Word, Publisher, Outlook, Excel, Access and PowerPoint
 - Experience Working with Diverse At Risk Youth
 - Effective Scheduling & Event Planning
 - Specialist in Recruitment and Retention of Volunteers
 - Educational Leadership & Guidance
 - Creative Activities Coordination & Direction
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Work History

CENTRAL FLORIDA COMMUNITY ARTS-Director of Children and Youth Arts

SEMINOLE COUNTY PUBLIC SCHOOLS –Extra Curricular Director and Educator

August 2008-May 2016

- Worked with adult learners and other teachers to provide professional development training.
- In charge of developing corporate sponsorships and generating revenue for my organization.
- Organized recruitment events for potential incoming students.
- Maintained fiscal responsibility of a department budget.
- Increased program and student enrollment by 50% during my time leading the program.
- Directed & managed several special events and full-scale productions.
- Skilled at using Microsoft Suite of office programs and fully capable of maintaining multi-media sources.
- Served as a leader on the Faculty Advisory Committee which worked through several Human Resource decisions between employees and the administrative team.
- Experienced as a peer mediator that helped to diffuse many inter-personal situations before they became issues.

UNITED CEREBRAL PALSY OF CENTRAL FLORIDA-Arts Administration Coordinator

August 2013-July 2015

- Collaborated with teachers to develop plans to improve student performance and success in academics.
- Developed and secured numerous grants to support Arts Integration funding.
- Provided direct, instructional support and coaching to teachers to incorporate the arts into their curriculum.
- Supervised, evaluated and provided professional development for Arts Integration Specialists.
- Developed lessons and curriculum that meaningfully integrate the arts for students of varying disabilities.
- Organized field trip and artist in residency opportunities for multiple campuses.
- Collected data to monitor effectiveness of strategies that utilize the arts.

ORANGE COUNTY PUBLIC SCHOOLS –Assistant Program Director and Educator

August 2005-June 2008

- Responsible for all fundraising, publicity and marketing for the performance season.
- Introduced beginner students to theatre performance and production.
- Advised on costume, make-up, and sound design for several productions.
- Directed major productions throughout the school year.

GATORLAND-Assistant Entertainment Director

June 2004-July 2005

- Served as a marketing representative at media events and in promotional materials.
- Event coordination and development.
- Managed entertainers and created daily show scheduling.
- Maintained show quality and guest expectations.
- Hired and trained new entertainers.

CERTIFICATION

Florida Educator's Professional Certificate - Elementary Education K-6

Florida Educator's Professional Certificate - Drama Grades 6-12

EDUCATION

Bachelor of Arts in Theatre Performance & Theatre Production Management-State University of New York at New Paltz