

OLIVIA BENISH

Art Education Professional

Summary

Educational professional with 3+ years teaching visual art classes in multiple mediums to students of all ages, ability and background. Outgoing and detail oriented, I am proficient in creating curricula and educational events from concept to completion, while performing daily administrative tasks necessary to maintain operations.

Professional Experience

Media Financial Management Association, Northfield, IL |
Administrative Coordinator | October 2015 – Present

- Responsible for educational program accreditation, implementation, coordination, registration, documentation, follow-up and analysis
- Maintain daily business activities including reception, accounts receivables/payable, correspondence, customer service, reporting and other special projects as assigned by president
- Promptly provide members with exemplary customer service including but not limited to accounts payable, software issues, membership concerns, event registration and educational documentation

Pinot's Palette – The Glen, Glenview, IL | February 2014 – Present
Lead Instructing Artist | February 2014 - Present

- Instructed over 200 acrylic painting classes to children and adults of all ages, ability and background
- Develop, direct and teach a summer day camp curriculum for children ages 7 to 12
- Create original paintings for the studios library for instruction
- Collaborate with community leaders to create lessons tailored to program requirements, ie. Girls Scouts, Glenview Park District

Studio Manager | August 2014 - September 2015

- Supervised, hired, trained, scheduled and completed payroll for a staff of ten artists
- Sustained studios inventory, booked and coordinated on and offsite events, corresponded with clients and resolved any customer service related issues in a timely and efficient manner

Newfound Memorial Middle School, Belmont, NH

Pleasant/Elm Street Elementary School, Laconia, NH

Student Teacher | January 2013 - May 2013

- Designed curriculum based on NH state standards and instructed daily lessons on various artists, mediums and processes
- Practiced co-teaching, classroom and behavior management with classes averaging 20 students

Personal

504 Basil Road, Unit F
Lake Bluff, IL 60044
Relocation to New England
Summer 2018 (Earlier if
position acquired)

678.687.7412

olivia.benish@gmail.com

www.linkedin.com/in/olivia-
benish-83971260

www.theponyandthepooch.com

Education

Bachelor of Science in
Art Education |
Plymouth State University |
Plymouth, NH

May 2013 | Art History Minor

NH State Visual Arts Teacher
Certification K-12

Skills, Awards & Exhibitions

Volunteer at The Center for
Enriched Living – Tuesday
Night Arts

Recipient of the “Young
Preservationist” Award from
The New Hampshire
Preservation Alliance for the
Berlin, NH Group Mural Project

Roberta T. Bartlett Art
Scholarship Recipient - 2010

Moonlit Graze, Plymouth
State's Alumni Arts Exhibition -
October 2017

Woven Moss, Slate Arts and
Performance “NATURE”
exhibition – July 2016

Tree People, Plymouth State
University President's Show -
Spring 2013