

SUMMARY: I see the world with a creative eye and I am passionate about fostering the whole child's inherent gifts and valuing the environment and community around us. In my next role, I hope to join a team of thought leaders looking to bring purpose, meaning and intention to the early childhood classroom, as well as the larger world around it.

RELATED EXPERIENCE

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| June 2013-2016 | BANK STREET COLLEGE , <i>M.S. Early Childhood Education</i> | New York, NY |
| August 2016-Present | ISABEL BACON LLC , <i>Artist</i> | New York, NY |
| | <ul style="list-style-type: none"> • People Like You, February 2019 - sold out show of 45 original paper cut-out portraits held at venue in Manhattan • Isabel Bacon for J.Crew, Summer 2018 - created graphics for children and adult apparel • Rachel Comey Holiday Bazaar, December 2016 - artwork chosen to be featured in Holiday Bazaar showcasing a small group of exclusively selected local artisans • HI/LO, August 2016 - sold out show of 30 original paper cut-out portraits held at venue in East Hampton, NY | |
| September 2015-June 2016 | ASSOCIATE TEACHER , <i>The Town School</i> | New York, NY |
| | <ul style="list-style-type: none"> • Monitored child development and delivered constructive reports to parents and school administrators • Held admissions interviews and communicated feedback and developmental strategies with parents • Incorporated cooking, art, gross and fine motor development, math, literature, science, neighborhood and nature exploration into child-led curricula • Worked closely with Kindergarten teachers for preschool transitions | |
| September 2010-June 2014 | ASSOCIATE TEACHER , <i>The Brick Church School</i> | New York, NY |
| | <ul style="list-style-type: none"> • Developed and taught enriching curriculum based off of Reggio-Emelia and child-centered philosophies • Assisted families and school administrators with ex-missions process • Worked closely with SEITS and occupational therapists • Observed and recorded child development • Incorporated cooking, art, gross and fine motor development, math, literature, science, neighborhood and nature exploration into child-led curricula • Wrote and constructed weekly newsletters to parents | |

RECENT WORK EXPERIENCE

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| January 2020 - Present | EXECUTIVE ASSISTANT , to the CEO of Hiltzik Strategies | New York, NY |
| | <ul style="list-style-type: none"> • Manage calendar, prepare for client meetings, coordinate materials and research with team members for CEO of a Crisis PR and Strategic Communications firm for high-profile individuals | |
| January 2017-December 2019 | EXECUTIVE ASSISTANT , <i>Home Office of Téa Leoni</i> | New York, NY |
| | <ul style="list-style-type: none"> • Coordinated and managed all correspondence with entertainment professionals and philanthropic organizations • Handled HR tasks in recruitment and oversaw the payroll of: cooks, housekeepers, caregivers, nannies, property managers, outside vendors and contractors • Anticipated timely and highly sensitive matters using problem-solving skills with a sense of urgency, confidentiality, composure, and thoughtfulness for all parties involved • Represented employer in all digital or in-person meetings with discretion, professionalism, confidence, positivity and dynamism | |

EDUCATION

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| June 2013-2016 | BANK STREET COLLEGE , <i>M.S. Early Childhood Education</i> | New York, NY |
| May 2006-2010 | COLORADO COLLEGE , <i>B.A., History Major, Art Studio Minor</i> | Colorado Springs, CO |
| May 2002-2006 | MIDDLESEX SCHOOL | Concord, MA |

ORGANIZATIONS AND CERTIFICATIONS

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| 2010-2019 | <ul style="list-style-type: none"> • Awareness Advocate, Ambassador, and Fundraiser to Camphill Village, Copake, NY • Conquering Lion Yoga Teacher Training (2012) and Institute for Integrative Health (2012) |
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SKILLS & INTERESTS

- Excellent verbal and written communication skills and fluent in conversational French
- Shamanic Practice, Collage, Cooking, Yoga, Swimming, Cycling