

Eleanor Singer

Los Angeles Area

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Arts Related Experience

Worth Ryder Art Gallery, Berkeley, CA — *Intern*

Aug - Dec. 2019

- Worked on a team of six interns and gallery directors
- In charge of handling gallery turnovers of indoor and outdoor spaces
- Trained in art handling and exhibition marketing
- Acted as a Gallery docent
- Developed ideas and hosted workshops/shows that provided enriching content to the UC Berkeley community (i.e., Color Theory Preformative Lectures with Vreni Michelini-Castillo)

Santa Monica College, Santa Monica, CA — *Technical Assistant*

June 2018 - June 2019

- Assistant to multiple professors in the Art Department
- Handling and researching new techniques for wood prints, (i.e. Calibrating printing presses, running the epilog laser cutter)
- Led student critiques for three undergraduate courses
- Prepared materials for sculpture classes
- Created interesting sets (including models) for live drawing sessions)

Santa Monica College Art Club, Santa Monica, CA — *President*

June 2018 - June 2019

- Developed and facilitated workshops for the art club and in collaboration with other campus clubs (i.e., epilog laser, screen printing, watercolor, and installation)
- Organized indoor and outdoor semi-annual exhibitions
- Created content for and managed a weekly email newsletter with over 150+ subscribers
- Managed a team of five club officers
- Attended college-wide club meetings

South High School Marching Band, Torrance, CA — *Graphic Designer*

Aug 2015 - Nov. 2018

- Designed and delivered graphics for t-shirts, web banners, and flyers during the marching band and drumline competition seasons
- Taught students the design process prior to ending my contract

CUSTOMER-FACING EXPERIENCE

The Trim Tart, Lomita, CA — *Barista*

June 2022 - Current

- Provide excellent customer service with a helpful and friendly attitude
- Create, lead, and implement new branding and promotional materials to push seasonal products
- Network with local businesses for product labeling and selling opportunities
- Other duties include: cash handling, food prep and order fulfillments, mobile and delivery orders, stocking and dating stored food appropriately in addition to safe sanitation routines

Starbucks, San Pedro, CA — *Barista*

Jan. 2022 - Current

- Warmly welcome guests with a smile to ensure they are served properly and to their satisfaction
- Study and memorize over 50 popular and unique coffee orders in order to provide efficient service
- Design original advertisement materials (e.g. blackboards, seasonal menus, store displays)
- Other duties include: cash handling, food prep and order fulfillments, mobile and delivery orders, stocking and dating stored food appropriately in addition to safe sanitation routines

- South End Club**, Torrance, CA — *Assistant Director/Camp Counselor* June - Aug. 2021
- Scheduled and coordinated activities and lessons for 150 campers (5-13 years old)
 - Created curriculum and facilitated engaging game-based sessions in preparation for sports activities
 - Coordinated events and monitored guest attendance rates to improve turnout

- Tebo Chiropractic**, Redondo Beach, CA — *Medical Receptionist* June - Aug. 2019
- Managed daily front desk operations and provided administrative support
 - Coordinated check-ins and guided guests to their appropriate destinations
 - Managed 3 phone lines and facilitated 20+ calls with client centers, vendors, and staff
 - Duties included: greeted clients, answered phones, handled scheduling, organized patient files and insurances, managed supply, orders, and sales, prepared rooms, and provided patient care as directed by their patient file

- Macy's**, Redondo Beach, CA — *Sales Associate* Dec. 2017 - March 2018
- Worked cross-functionally throughout multiple departments, including (Women's Clothing, Handbags, Home Goods)
 - Used persuasive speaking techniques to increase sales of and popularity of the Macy's credit card
 - Received training in Point of Sales System for error-free and accelerated transactions
 - Maintained an organized, clean, and professional work space in work space and shopping areas

EDUCATION

University of California Berkeley

Bachelors of Arts in Art with Minor in History of Art

SKILLS AND INTERESTS

- **Software:** Adobe Suite, Wix, Google Suite, Zoom, Windows and IOS systems, Autodesk Maya, Procreate, iMovie, Slack, Box Drive
- **Hobbies:** Gardening, Baking and Cooking, Video Games