

# —○ JEAN LOUISE FINCH ○—

## CONTACT

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## PROFILE

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Motivated and organized team manager, capable of juggling multiple schedules, deadlines, and personalities. Skilled communicator, able to create instruction and messages for highly diverse audiences. Driven to foster collaboration as well as group and individual success.

## SKILLS

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- Team Building
- Communication & Research
- Leadership
- Problem Solving
- Project Management
- Instruction & Coaching
- Social Media Strategy

## EXPERIENCE

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### Stay-at-Home Parent

Centreville, Virginia 2016 – Present

- Ensure clear communication with family members, children's schools, utility providers, banking institutions, etc.
- Resolve disputes and mediate conflict to promote cooperation and team unity
- Spearhead scheduling and event planning, overseeing all due dates and key appointments
- Launched and managed 50+ member Facebook group for parents to exchange parenting advice
- Developed in-home tutoring service for local high school students

### Public Affairs Officer, Mothers of Preschoolers (Volunteer)

Centreville, Virginia 2019 – 2020

- Composed monthly newsletter with over 200 subscribers and an average open rate of 17%
- Spearheaded recruiting and publicity campaigns, which increased membership by 23% over a two-year period

### Tutor, Tutoring Plus

Herndon, Virginia 2015 – 2016

- Educated students one-on-one, providing personalized, targeted tutoring, resulting in 85% growth rate in reading proficiency among clientele
- Assembled and interpreted data for 24 different students over the course of the school year, using data to inform instruction for each client
- Completed more than 100 hours of education professional development

## EDUCATION

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### Columbia University

2012 – 2014

Master of Arts, Women's Studies

### George Mason University

2008 – 2012

Bachelor of Arts, English

Minor, Women's Studies

## ADDITIONAL VOLUNTEER EXPERIENCE

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First Baptist Church, Nursery Coordinator, 2017 – Present

Centreville Community Center, Yoga Instructor, 2010 – 2016