**Clara Kress**

1402 Camp Rd. Apt. 15F Charleston, SC 29412│ crkress@gmail.com │ (843)312-2249

**Education**

University of the Cumberlands, Williamsburg, KY *July 2022*

MA in Teaching, Concentration: Elementary Education GPA: 3.9

Winthrop University, Rock Hill, SC *May 2017*

BA in Individualized Studies, Concentration: International Community Development GPA: 3.6

Minors: Spanish and Peace, Justice, and Conflict Resolution Studies

**Work Experience**

Reading Partners Site Coordinator/Literacy Lead *August 2017-June 2021*

* Tutor K-5th grade students with Reading Partners curriculum in reading/literacy in several Charlotte and Charleston elementary schools
* Create and maintain relationship with partner schools and school staff
* Train and coach volunteer tutors in the Reading Partners curriculum
* Coordinate student and tutor schedules
* Maintain accurate data records of students and tutors in Salesforce
* Track students' progress through assessments (including the STAR Assessment)

Wine Associate *July 2021-July 2022*

* Provide customer service by greeting and establishing new and existing relationships with customers while informing them of products and services
* Assist guests with finding the correct product or making recommendations to match their needs
* Knowledgeable of store’s full product portfolio to help customers
* Increase retail sales and product metrics to specified daily goals
* Replenish and maintain inventory of store products
* Maintain store safety and cleanliness standards in all areas of the store
* Use technology to compile a list of items that needed restocked inventory each night
* Observant and diligent about keeping products appropriately labeled

Winthrop University Information Services Specialist *August 2015- May 2017*

* Answer questions and address concerns for visitors, students, and faculty
* Count and record daily revenue for the student center
* Check out equipment to students/faculty
* Responsible for making sure students are notified to bring items back if not returned and/or pay for broken/lost equipment
* Managed reservations for study rooms

The Law Office of Nina Cano *Summer 2016*

* Organized a workshop for immigrant youth that discussed college, DACA, and finances
* Researched country conditions and created an index of data for asylum clients
* Contacted agencies to gain letters of support for asylum clients

**Special Skills**

* Knowledgeable of Microsoft Outlook and Microsoft Suite including PowerPoint, Word, and Excel
* Knowledgeable of Google Docs Editors Suite including Google Docs, Google Sheets, Google Slides and Google Forms
* Able to professionally, respectfully, and patiently interact with all people
* Task-oriented and pays attention to detail