
AMIE "CALLIE" CLAY

(SHE/THEY)



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714-865-2344

SKILLS & APPLICATIONS

- Illustration
 - Character Design
 - Project Management
 - Social Media Marketing
 - Interpersonal Communication
 - Event Planning
 - Microsoft Office 365
 - Google Calendar
 - Google Drive
 - Shotgun
 - Adobe Suite
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EXPERIENCE

RESIDENT DIRECTOR- VISTA DEL CAMPO NORTE – AMERICAN CAMPUS COMMUNITIES

2021

Training & Development of Community Assistant team. Event Coordination. Scheduling of meetings and events. Maintenance of databases. Customer Service. Basic property management.

ACCOUNTING ASSISTANT – PACIFIC WESTERN SALES

2020

Front Desk responsibilities in addition to accounting and administrative duties. Correspondence between department heads. Relay of information to appropriate staff members. Completion of projects and tasks with strict deadlines. Handling of sensitive information.

RECEPTIONIST/ ADMINISTRATIVE - FLIGHTDECK

2019- 2020

Appointment and event scheduling. Ensuring events run on schedule despite last minute cancellations and late arrivals. Troubleshooting computer errors on the fly. Training new staff members and guests on simulation operation.

CERTIFIED INSTRUCTOR – ART INNOVATORS

2015 – 2018

Prepare and demonstrate artistic curriculum for children ages 3-12 years. Manage classes with up to 30 students enrolled. Coursework adaptation to fit various student skill levels, inclusive of those with special needs. Oversee student development.

EDUCATION

BACHELOR OF FINE ARTS ENTERTAINMENT ART and ANIMATION California State University, Fullerton

2018 - MAGNA CUM LAUDE

ASSOCIATES IN ART Fullerton College

2015 – WITH HIGH HONORS