
Leaf Wickner

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SKILLS

Experienced and knowledgeable about; Hospitality, Word Processor, Excel, Adobe, Photoshop, InDesign, childcare, communications, media editing, design, organization, clothing production, jewelry production, Painting

EDUCATION

Pratt Institute 2013-2014

University of the Arts 2014-2014

EXPERIENCE

Brass Arrow - *Artist's Assistant*

DECEMBER 2017- PRESENT

- Assist with production of clothing including sewing garments and painting/dying designs
- Assist with jewellery production including beading and wire work
- Ensure that items are shipped properly including packaging and administrative work

Blackbird Pizzeria - *Prep Cook/ Dishwasher*

JULY 2017- DECEMBER 2017

- Prepared various foods
- Ensured a clean kitchen

Renata's Kitchen - *Barista/Server/Busser*

SEPTEMBER 2016 - APRIL 2017

- Ensured clean equipment and hosted pleasant interpersonal engagements, as well as media influenced engagements.
- Prepared various refreshments and memorized the menu

Philadelphia Photo Arts Center - *Gallery Assistant*

AUGUST 2016 - MARCH 2017

- Greets and interacts with visitors
- Handle phone traffic which includes signing clients up for classes and selling memberships
- Lead Teens and childrens classes in photography
- Edited photographs using adobe photoshop
- Maintained client database
- Organized and kept books in the library

The Franklin Institute - *Greeter*

FEBRUARY 2016 - JULY 2016

- Greeted and interacted with visitors primarily children
- Provided information and security guidelines to customers to ensure safety
- Maintained a fun friendly environment to ensure a good rapport with children and caretakers
- Knowledgeable about the Museum and memorized the exhibits and attractions to inform the guests

Handwork Studio - *Specialty Counselor*

JUNE 2015 - AUGUST 2015

- Instructed children between ages 5-12 a variety of fiber arts (knitting, sewing, embroidery, crocheting, weaving, needle-felting)
- Supervised classrooms
- Creatively implemented lesson plans to suit the needs of each classroom