January 13, 2015

Dear Team Detroit

In the past two years I have worked for College for Creative Studies with Community Arts Partnership and Detroit Neighborhood Arts Corps. My key responsibilities are preparing agendas (curriculum), reports, and presentations, and planned, coordinated, promoted and conducted meetings and workshops.   
Coordinated, implemented and taught the activities and requirements of the After School Program and also during school for E.A.A. Ensured strict adherence to all guidelines and due dates in program completion and record documentation.   
Liaised between participants, school officials, and the local community, to make successful education collaborations.   
Organized and facilitated professional development activities.   
Managed day-to-day operations of the after school program.   
Organized schedule of academic, recreation, and enrichment activities.   
Ensured safe operation of program.  
Coordinated surveys of students, staff and parents to evaluate program.

I have strong accomplished experience in developing and implementing programs into communities.

I look forward to discussing my background and accomplishments with you and learning  
more about your needs. I can be contacted @ (734)497-5343.

Thank you for your consideration.

Mrs. Sunshine Hall

Detroit Neighborhood Arts Partnership (DNAC)  
Community Arts Partnerships (CAP)  
College for Creative Studies (CCS)

Community Arts Partnerships collaborates with Detroit community organizations to create art and design education, experiences, and resources for local youth and families in support of individual and community development.

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