

CONTACT

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Brooklyn, NY 11211 📍

[linkedin.com/in/allisonclark/](https://www.linkedin.com/in/allisonclark/) in

EDUCATION

Bachelor of Arts Global Studies

Concentration: International Health
Minors: Spanish and Sociology
Appalachian State University | 2015
Boone, NC

AREAS OF EXPERTISE

Product Management
Continuous Improvement
Curriculum Design
Project Management
Content Creation
Data Analytics
Stakeholder Management
Customer Service
Collaboration
Cross-Cultural Communication
Marketing Strategy
Team Management & Support
Interpersonal Skills
Problem-Solving
Cross-Functional Collaboration
Research and Analysis
Continuous Feedback
Presentation
Translation

Tools:

Newsela
Google Drive
Microsoft Office Suite

CERTIFICATIONS

Teaching English as a Foreign
Language (TEFL) | 2016

LANGUAGES

English | Fluent
Spanish | Fluent

ALLISON CLARK

BARTENDER | CUSTOMER SUCCESS

Transformative professional with a **strong background in education, management, and hospitality**. Leverages **communication, interpersonal skills, and ability to work well under pressure** that drive **customer satisfaction**. Passion for serving promotes efficient **problem-solving** and **engagement** with team and the success of the company.

PROFESSIONAL EXPERIENCE IN HOSPITALITY

Tally Ho Theater | Leesburg, VA

December 2017 – June 2021

BARTENDER

- Served as senior bartender at a music venue that housed local and national artists.
- Sold approximately \$10,000 in beverage sales nightly and efficiently balanced drawers at maximum capacity.
- Designated senior bartender after 2 years of experience, with new responsibilities including staff onboarding and training.

Crooked Run Fermentation | Sterling, VA

July 2018 – June 2020

BARTENDER

- Served as a bartender at a very popular and fast paced brewery.
- Sold up to \$30,000 nightly in beverage sales while managing bar staff of 4-10.
- Entrusted with closing the bar, resolving discrepancies, and resolving any functional issues with the POS system.

PROFESSIONAL EXPERIENCE IN EDUCATION

Curator Solutions | Leesburg, VA

January 2023 – Present

CUSTOMER SUCCESS EXPERT

- Collaborate with School Partnerships Director to develop and optimize product learning plans for multiple teachers; ensure greatest stakeholder outcomes via customized content.

Chesterfield County Public Schools | Chesterfield, VA

July 2021 – July 2023

ESL LEAD TEACHER, *Jacobs Road Elementary* | July 2021 – December 2022

- Serve as sole ESL teacher and case manager to **75+** students in grades K-5 that identified as having lower English proficiency at a high-needs elementary school.
- Improved reading levels of **25** grade 1 students from 40% of students being below grade level to **90%** of the students at or above grade level for, with **35%** exceeding their goal.
- Analyze and utilize data from growth assessments to ensure students meet their end of year goal, by inputting data, tracking progress, and adapting curriculum.
- Led **18** 2nd graders to yield **30%** average growth on annual language domain test; **77.8%** of students were promoted to intermediate from beginner.

Loudoun County Public Schools | Ashburn, VA

June 2018 – July 2021

TEACHER ASSISTANT & SUBSTITUTE TEACHER

- Provided support in Special Education **4** classes at all levels (Elementary, Middle, and High School), with classrooms of **5-15** students with diverse needs and abilities.
- Demonstrated adaptability and leadership skills to establish strong classroom presence and foster respect among students.
- Acquired advanced technological skills to facilitate virtual learning by exploring innovative solutions beyond the required e-learning tools.
- Identified attendance gap among ESL students and successfully advocated for integration of English learning components during the transition to virtual learning.

Duoc UC: Antonio Varas | Santiago, Chile

February 2016 – November 2017

ENGLISH TEACHER

- Contracted through CIEE to teach ESL at a technical college to class sizes of **25** students.
- Earned **91%** approval rating at the end of the year from students for teacher evaluation, with **93%** of **~180** students passing the class.