**CLARE FORESTER**

1 Morgan Place Yellow Springs, OH

586-549-8533

[cforester@antiochcollege.org](mailto:cforester@antiochcollege.org)

**EDUCATION**

**Bachelor of Arts in progress,** **Antioch College**, Yellow Springs, Ohio **June 2019 (anticipated)**

Majors: Literature and Political Economy.

Selected Coursework: Global Political Economy; Global Seminar Governance; Basic Media Production; Creative Writing; Principles of Economics

**High School Diploma, International Academy of Macomb,** Clinton Township, Michigan **May 2015**

**EXPERIENCE**

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| **Legal Assistant, Scholl Ashodian Regional Bankruptcy Center**   * Prepared exhibits for client’s hearings * Helped organize a conference on the state of bankruptcy and foreclosure law following the end of the Home Affordable Modification Program   **Gallery Intern, Crown Point Press,** San Francisco, CA   * Greeted and received visitors and phone calls to the gallery, bookstore and sales department for independent art gallery and international art distributor * Prepared gallery for new exhibitions, assisted in framing and hanging artwork, patched and painted walls * Assisted in the shipping department rolling, flat-packing and shipping artwork | **2017**  **2016** |
| **Website Editor, Creative Writing Club,** Clinton Township, MI   * Edited and maintained the club website with resources to support the learning process of club members as they improved their writing. * Printed and bound a literary magazine of selected works from each member of the club. | **2013-2015** |
| **Tutor, International Academy of Macomb,** Clinton Township, MI   * As member of the National Honor Society, tutored underclassmen students in geometry * Researched, organized and made service opportunities available to other interested volunteers | **2014-2015** |
| **Volunteer, Ronald McDonald House and Gleaners Food Bank,** Detroit, MI   * Participated in service projects with Key Club including preparing dinner for families of critically ill and hospitalized children at the Ronald McDonald House and organizing food for distribution at Gleaners Food Bank | **2013 -2015** |

**SKILLS**

* Proficient in Microsoft Excel, Word and Powerpoint,
* Works with Adobe Photoshop, Adobe Premiere and Adobe Audition
* Spanish Language: Highly proficient (6 on the International Baccalaureate Spanish exam)
* Excellent written and verbal communication skills
* Time management skills
* Capable using hand tools and some power tools
* Spackling and painting
* Bookbinding

**HONORS AND AWARDS**

* Horace Mann Fellowship: Full Four Year Half Tuition Scholarship **Current**
* International Baccalaureate Diploma **Summer 2015**
* National Honor Society  **Spring 2014**

References available upon request.