

Filomena Jack

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EDUCATION	New Jersey City University
	Bachelor of Fine Arts - Photography
	Holt Computer Training and Consulting Services, Inc.
	Comprehensive Word-Processing and Proofing Program
	Achology - The Academy of Modern Applied Psychology
	NLP Certification; Life Coach Certification; Therapeutic Hypnosis Practitioner
SKILLS	MAC and PC desktop publishing; Procreate, Affinity Designer (digital art); Photoshop; Internet search engines; NLP coaching certified; Personal development coaching certified; Social media platforms; Podcast production; Fine art + street art painting; Mentoring; Classroom educator including course preparation; Mastermind creator and proctor; Grant writer; Digital promotion
	Elmira Housing Authority Commissioner 2021-22 + Elmira Public Art Commissioner 2022
EXPERIENCE	TEACHER AND CURRICULUM DEVELOPER
	<i>Private studio teacher; K-6 art teacher 2020-2021 Holy Family Elementary; multiple cultural centers both live and online; freelance teacher for: Pixical, OutSchool, and Muse PaintBar</i>
	WISDO (online platform)
	<i>Founding Mentor/Coach - 1/2020-12/21</i>
	COACH FILOMENA Elmira, NY
	<i>Personal development coach; speaker; author; digital media promotion - 1/2017-present</i>
	FILOMENA JACK STUDIO Elmira, NY
	<i>Self employed artist and creative instructor; grant writer; digital media promotion - 11/2016-present</i>
	SOUTHERN TIER LIBRARY SYSTEM Painted Post, NY
	<i>Catalogue coordination; software trainer; help desk specialist - 11/2013-11/2016</i>
	DORMANN LIBRARY Bath, NY
	<i>Senior Library Clerk - 11/2012 – 11/2013</i>
	LAZARD FRÈRES New York, NY
	<i>Publishing Services Specialist - 2/2011 – 3/2012</i>
	THE BLACKSTONE GROUP New York, NY
	<i>Publishing Services Specialist - 11/2010 – 1/2011</i>
	TOWERS WATSON/WATSON WYATT DATA SERVICES Rochelle Park, NJ
	<i>Report Content Associate and Desktop Publishing Specialist - 5/2008 – 11/2010</i>
	<i>Human resources survey content specialist</i>
	MERRILL LYNCH New York, NY
	<i>Lead Operator, Presentation Center - 12/2003 – 5/2005</i>
	<i>Work flow management, word processing, graphics operator</i>
	ALLIANCE CAPITAL INVESTMENT MANAGEMENT New York, NY
	<i>Presentation Specialist, creating and amending PowerPoint presentations. Responsible for file management and quality assurance. 8/2003 – 11/2003</i>
	GOLDMAN, SACHS & CO. New York, NY
	<i>Technical Trainer/Floor Support/Quality Assurance Development - 1/1998 – 2/2003</i>

