

JOSEPHINE KRAEMER

JKRAEMER436@GMAIL.COM
josephinekraemer.com

Master of fine arts recipient, theater artist, and educator with a genuine passion for learning. Dependable collaborator and educator, with experience tactfully resolving issues and offering empathetic assistance for clients.

WORK EXPERIENCE

Bookseller, San Mateo CA — *Barnes & Noble*

November 2021 - April 2022

- Created a welcoming and helpful environment for customers on the floor and over the phone by being readily available for assistance and by offering up-to-date knowledge and suggestions of books.
- Ensured a vibrant and tidy bookstore environment through beautiful signage and engaging bookseller recommendations and end-caps. Hand-sold featured publications through friendly and enthusiastic interactions with customers.
- Fulfilled online orders for pick-up in store, as well as prepared merchandise to be delivered in shipping/receiving.

Lessons with Josephine — *Private French teacher & essay tutor*

Since May 2020

- Created and implemented 100+ lesson plans for students ages 9 and up, with 300+ cumulative hours of lessons.
- Create visually memorable lessons using a broad assortment of teaching resources made for online learning
- Lessons personalized by student level (A1-C2) and adapted to each student's pace and goals.
- Elevated student performance in French subject with noticeable increase of the student's enthusiasm for the subject.

Albert Alphin Library, Boston MA — *Library worker*

February 2019 - May 2020

- Worked at the circulation desk, helped to create a welcoming and helpful library environment.
- Performed routine library duties, including checking out and shelving library-owned materials, processing interlibrary loan requests, completing patron tallies, and maintaining library equipment such as computers and printers.
- Assisted students and staff with their reference questions; instructed individuals on how to use the library services.

Boston Conservatory Theater Office, Boston MA — *Office assistant*

January 2019 - May 2020

- Assisted students and university faculty from the reception desk, offering empathetic solutions and ensuring efficient communication between office personnel, including processing reimbursement forms.
- Developed newsletters and surveys in order to receive feedback from the student body.

EDUCATION

Boston Conservatory at Berklee, May 2020
M.F.A. Musical Theater

University of the Pacific, May 2018, Cum Laude
B.A. French Studies, B.A. Music

LANGUAGE — English (native), French (native), German (C1)

SKILLS

- Communicative and collaborative spirit in both French and English-speaking settings
- Teamwork and leadership-oriented when developing and managing projects
- Eager to find creative solutions and devising detailed plans for problems and challenges
- Proficient in Zoom, Powerpoint, Google Slides

DISTINCTIONS

- **PI DELTA PHI** — *National French Honor Society*, UOP '16
- **JAN GOOD AWARD** — *1st place in French essay contest*, UOP '17
- **DEPT. OF MODERN LANGUAGES ANNUAL AWARDS** — *Best Student of Modern Language, French*, UOP '18

