

PAIGE GLASER

CREATIVE MARINE BIOLOGIST FOCUSING ON INFORMAL EDUCATION PROGRAMS



CONTACT



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Paige-Glaser



Tampa, FL 33611

EDUCATION

BACHELORS OF SCIENCE

UNIVERSITY OF TAMPA

AUGUST 2015 – MAY 2019

DOUBLE MAJOR - MARINE SCIENCE
AND BIOLOGY

MINOR - GENERAL EDUCATION

EXPERTISE

TIME MANAGEMENT

PROBLEM SOLVING

MULTI-TASKING

ATTENTION TO DETAIL

WRITTEN AND VERBAL
COMMUNICATION

EVENT COORDINATION

STAFF MANAGEMENT

VOLUNTEER COORDINATION

ADMINISTRATIVE SKILLS

CUSTOMER SERVICE

SCHEDULING

WORK EXPERIENCE

2015

Present

Assistant House Manager

Tampa Theatre – Historic Movie Palace and Event Space

- Promoted from Patron Services Representative to an Assistant House Manager in under four years
- Assist in training and supervising of all front-of-house staff and volunteers, ranging from 5 – 30 people at a time
- Create weekly schedules for FoH staff based on requirements for upcoming events and according to the theatre calendar
- Ensure proper maintenance of in-house gear and equipment
- Extensive knowledge of POS systems, specifically Micros & Square
- Respond to complaints, comments, facility problems, medical or other emergencies, always acting in accordance with OSHA policies
- Track and maintain all inventory related to daily operations weekly
- Assist in coordination and run of events, pre and post shows

2020

Present

Registrar/ State Testing Assistant

Florida Connections Academy – Virtual Public School, Tampa

- Register all new students using data from enrollment to input into school district software following all district and state guidelines
- Ensure all Middle School student accounts are audited and error-free based on state school guidelines
- Create thousands of student accounts for Student State Testing
- Assist in RFP's and finalizing bookings for event spaces for State Testing
- Prepare and mail out student test materials for over 25 test sites across the state of Florida
- Coordinate schedules with teachers for testing needs and retake schedule
- Maintain secure materials and confidentiality relating to accounts for school

2020

2021

Administrative Assistant

Florida Connections Academy – Virtual Public School, Tampa

- Prepare, collect and maintain all Middle School student records
- Verify and Maintain data entry in various forms for student information systems
- Answer and maintain phone line, greet guests that visit the office
- Assists all school leadership with variety of tasks, including but not limited to state testing, teacher compliance records, and truancy
- Assist in mass mail send outs of honor rolls and state testing scores

2019

2020

Assistant Preschool Classroom Teacher

Tampa JCC Federation Preschool – Tampa South Branch - 2019-2020

Zoo Tampa at Lowry Park – Zoo School, 3-year-old room - 2020-2020

- Provided a safe, stimulating, creative environment that was developmentally appropriate for students ages one to five
- Assisted preschool administrators and directors in office when necessary
- Developed and maintained positive relationships with student's families
- Adapted and created lesson plans to provoke interests of students And to fit their learning styles
- Assisted lead teacher in daily classroom environment by supervising students inside and outside of classroom

SKILLS

MICROSOFT OFFICE
MAC & PC SYSTEMS
POS SYSTEMS
ADOBE PROCESSORS & SYSTEMS
PUBLIC SPEEING

INTERESTS

INFORMAL EDUCATION
MARINE SCIENCE
ADMINISTRATIVE ROLES
VOLUNTEERING AND COMMUNITY INVOLVEMENT
SPORTS/ OUTDOOR ACTIVITIES

REFERENCES

Anthony Gonzalez
Senior House Manager
Tampa, Florida
813-748-4872
Anthonyj.gonz@gmail.com

Erica Ferguson
Founder/ Operator -AoaR
Tampa, Florida
813-260-6843
artistsonaroll@gmail.com

Ginger Johnson
State Testing Coordinator
Tampa, Florida
gijohnson@fca.connectionsacademy.org

WORK EXPERIENCE CONTINUED

- 2018 - 2019 **Seasonal Educator – Camp Counselor**
SeaWorld Parks & Entertainment – Summer Season, Orlando
- Instill in students of all ages an appreciation for science and a respect for all living creatures and natural environments
-Teach and implement camp curriculum in an effective and timely manner
-Responsible for the overall safety/ well-being of camper's Pre-K through Twelfth grade in the park and during off-site field trips
-Provide guidance to campers keeping them on task and behaving appropriately
-Serve as a positive role model for children and other park guests by adhering to company standards
-Assisted with daily gate and ticket office staffing
-Assisted camp management with daily operations

VOLUNTEER WORK AND INTERNSHIP

- FALL 2019 **Guest Engagement Internship**
The Florida Aquarium – Education Department
-Internship Project: Designed a set of coloring pages on invasive species that incorporated facts about the species used by aquarium
-Became skillful in interpretation in an informal education setting through creating, evaluating and facilitating the educational programming offered by the aquarium
-Responsible for instruction of any related educational programs throughout site
-Monitored touch tanks to ensure safe-touch protocols observed by guests, while also answering all general and specific questions
-Participated in scripted talks to the public at set times
-Lead activity tables during events and throughout shifts
- 2015 - 2018 **Education Volunteer**
The Florida Aquarium – Education Department
-Moved throughout aquarium monitoring guests at touch tanks and answering any questions, general or specific
-Interpret to small and large groups specific habitats
-shared love for environment and nature with all guests
-Learned and delivered multiple guest engagement presentations at varying habitats
- 2017 - 2018 **Husbandry Volunteer**
The Florida Aquarium – Commissary/ Husbandry Department
-Worked alongside the commissary supervisor and animal care team to prepare diets for a wide range of animals, from birds and rodents to larger shark diets
-Followed all company safety protocols associated with USDA and AZA guidelines
-Followed diet instructions independently without oversight after a few weeks of volunteering within the commissary