

AQUIRRA LUNDY

EDUCATOR. MENTOR. ACTOR.

CONTACT

(804) 898-6087



aquirra.lundy@gmail.com



2557 36th St. SE,
Washington, DC



PROFILE

Ms. Lundy is an enthusiastic and experienced children's educator dedicated to the enrichment and development of her students. With over eight years of experience within the Educational Services sector, Ms. Lundy possesses demonstrated classroom management skills, administrative skills, a love for finding talent, creating and a passion for mentorship.

EDUCATION

BACHELOR OF FINE ARTS
Virginia Commonwealth University
Richmond, Virginia
May 2014

SKILLS

Classroom Management
Lesson & Curriculum Planning
Task Delegation & Remote Work
Organization and Prioritization
Compassion & Empathy
Team Leadership
Recruiting & Marketing

ACTIVITIES

Artist passionate about theatre and live performance. Featured actress in many collegiate & professional productions as well as engaged in past employment with institutions such as the Apollo Theater (New York, New York) and Firehouse Theatre (Richmond, Virginia).

CERTIFICATION & TRAINING

SPeD | 2021 | KIPP DC

Wit & Wisdom®

Eureka Math®

PROFESSIONAL EXPERIENCE

LEAD TEACHER, TEACHING ARTIST RECRUITER, CEO ASSISTANT

EYL 365 Project | Washington, D.C. | Jan 2022 - Present

- Designs and implements engaging curriculum for classes ranging from five to thirty students, aged Pre-k3-8th grade, aimed at introducing the fine art of drama and theatre to students not yet exposed to such coursework.
- Develops personal relationships with students, offering mentorship and support. Maintains correspondence with parents, providing information related to educational progress and behavioral concerns.
- Responsible for Content Creation for various Social Media Platforms, including Tik Tok, Instagram, and Facebook. Marketing & Graphic Design.
- Screens resumes and selects qualified candidates. Schedules interviews; oversees preparation of interview questions and other hiring and selection materials. Assists with the interview process, attending and conducting interviews with managers.
- Manage scheduling for company CEO. Draft, review and send communications on behalf of company executive. Organize and prepare for meetings, including gathering documents and attending to logistics of meetings. Answer and respond to phone calls, communicate messages and information to the executive. Prioritize emails and respond when necessary. Maintain various records and documents for company executive.

LEAD TEACHER & ASSISTANT TEACHER

The Children's Guild DC PCS | Washington, D.C. | DEC 2018 - AUG 2021

TEACHER'S ASSISTANT & LEAD TEACHER

Leaf Spring School at Hanover | Mechanicsville, VA | JAN 2017 - JUN 2018

TEACHER'S ASSISTANT

Port Washington Children's Center | Port Washington, NY | OCT 2014 - AUG 2016

TEACHER'S ASSISTANT

Art 180 | Richmond, VA | MAY 2013 - MAY 2014