

Laura Lee Stjernstrom

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Profile

I have had a successful and varied career, spanning all areas of creative arts and technical fields. I have worked as a designer, manager, business owner, personal assistant, and more. I have extensive experience in communication, administration, and in the visual and creative arts. I know I will be a strong asset to you, and I look forward to bringing my unique skills and experience to your staff and clientele.

Experience

Drama Teacher and Musical Director, Houston Academy – 2017 - Present

Developed curriculum, including sequential overview, pacing guides, and instructional plan, for class; used modern technological assets to plan and instruct; created and directed school musical programs, which involved extensive planning, research, communication with students and parents, collaboration with fellow faculty and staff, and incredible attention to detail.

Artistic Director for Local Business – 2020-Present

Includes scheduling and collaborating for publicity photo shoot; directing, concept, art direction for shoots; collaborating with videographer and others.

Office Manager, Aesthetiko Beauty Med Spa – 2019

Provided high quality customer service; assisted with scheduling and ordering materials; implemented organizational systems; assisted with procedures as needed.

Director, Owner, Yoga Instructor, Studio Y, Yoga Studio – 2003-2014

Owned and operated my own business as a yoga instructor; kept detailed records; maintained a professional and successful business for 11 years.

Education

The New School for Drama – 1997, MFA Acting

New York University - 1990, BS Cinema Studies and Spanish

Skills

Office administration, communication, collaboration, innovation, attention to detail, creativity, willingness to learn.

References

Julie Arthur - 760-679-6678, juliesarthur@gmail.com

James Holmes - 334-618-0905, holmesj@houstonacademy.com