

BETHANNE FRAZER

Philadelphia, PA

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212-470-5557

PROFILE

Experienced Administrative Coordinator providing organizational support to academic department in higher education. Highly regarded instructor and tutor with ability to teach various academic subjects. Trained visual artist with capability to work and teach in visual arts techniques and skills. Comfortable working at all levels and across diverse cultures. Areas of expertise:

- Customer Service
- Budget Management
- Documentation Preparation
- Meeting Coordination
- Inventory / Purchasing
- Tutoring / Mentoring
- Artist / Painting
- Photography
- Darkroom Lab Operations
- Microsoft Office Suite
- Adobe Creative Suite

PROFESSIONAL EXPERIENCE

Fleisher Art Memorial, Philadelphia, PA 2018 – Present
One of the country's oldest nonprofit community art schools, making art accessible to everyone.

Lead Teacher

- Teaching a class of Digital Photography to middle school aged children in the Saturday Young Artists Program.

Pennsylvania Academy of the Fine Arts, Philadelphia, PA 2017 – Present
Nationally recognized art school attracting students from around the globe.

Graduate Student

- Pursuing Post- Baccalaureate Certificate in Painting and Drawing after receiving graduate merit scholarship.

Student Ambassador

- Visitor Services Associate responsible for guests' experience in the Historic Landmark Building.

University of the Sciences, Philadelphia, PA 2016 – 2017
Highly regarded institution offering degrees across the entire range of health sciences.

Administrative Coordinator

- Improved Budgeting Strategies for the Behavioral and Social Sciences Departmental budget. The department comprised of ten full-time faculty including the Chair and an equal amount of adjuncts.

Self-Employed 2015

Visual Artist

- Created and showcased artwork to gain exposure and sell artwork.
- Participated in grassroots arts festivals throughout New Mexico.

City University of New York (CUNY), Brooklyn, NY

2008 – 2014

Providing quality accessible education, regardless of background or means, since 1847.

Study Abroad Advisor (2014)

- Oversaw 200+ student cases advising and organizing study abroad schedules.
- Improved recruitment strategies, represented organization at tabling events.
- Streamlined post-study abroad process when students completed abroad studies ensuring grades were posted to transcripts in a timely fashion.

Art Instructor, Continuing Education (2012 – 2014)

- Taught 3 classes per week, 25 students per class, per term.
- Taught College for Kids courses in drawing, painting, and photography.
- Led photography workshops for kids of Calvary Hospital Bereavement support group.

College Laboratory Technician / Administrative Assistant, Art Department (2008 – 2013)

- Maintained 16 enlarger stations in photographic darkroom.
- Mixed photographic chemicals and oversaw compliance with OSHA / EPA standards.
- Scheduled course offerings each term, coordination with university registrar.

ADDITIONAL PROFESSIONAL EXPERIENCE

- Part time tutor / administrative assistant for Antoine Education, a Brooklyn based test preparation tutoring company, preparing students for specialized high school exams (SHSAT).
- Artist Assistant and gallery sitter for Clarity Haynes' open studio art exhibits.
- Self-employed private academic tutor specializing in English Language Arts, writing and test prep, grades K-12.

VOLUNTEER ORGANIZATIONS

The Woodlands, West Philadelphia

WePac, West Philadelphia

EDUCATION

BFA, Fine Arts, CUNY, Brooklyn, NY

AWARDS / RECOGNITION

Dean' List (CUNY)

Charles G Shaw Award, Excellence in Painting (2)

SOLO EXHIBITIONS

2017

Installation, "In Memory," PAFA 4th Floor Room 440, Philadelphia, PA

2012

Bethannaissance, Solo Show, Brooklyn College, CUNY, Brooklyn, NY.

SELECTED GROUP EXHIBITIONS

2018

You Can't Fail, Tattooed Mom's, Philadelphia, PA

Color, Gallery8 Group Show, PAFA 8th Floor Lobby Gallery, Philadelphia, PA

Blue My Mind, Merge Visible Group Show, PAFA 5th floor, Philadelphia, PA

2017

Hahnemann Cadaver Studies Group Show, PAFA School Lobby, Philadelphia, PA

Spooks and Superstitions, PAFA 4th Floor Lobby Gallery, Philadelphia, PA

You Can't Fail, Tattooed Mom's, Philadelphia, PA (3)

Other Side of the Rainbow, ABD Gallery, Philadelphia, PA

Community Arts Project, Paradigm Gallery & Studio, Philadelphia, PA

2015

Turquoise Trail Arts Festival, Golden, New Mexico.

Cerrillos Hills State Park Arts Festival, Cerrillos, New Mexico.

RAW Arts Showcase, Featured Artist, Highline Ballroom, Manhattan, NY.

2013

Faculty Art Show, Kingsborough CC CUNY, Brooklyn, NY.

2012

Greenpoint Gallery, Salon Juried Show. Brooklyn, NY.

Size Matters, Group Show, Two Moon Art House, Brooklyn, NY.

Faculty Art Show, Kingsborough CC CUNY, Brooklyn, NY.

2011

Faculty Art Show, Kingsborough CC CUNY, Brooklyn, NY

Greenpoint Gallery, Salon Juried Show, 1st runner-up, Brooklyn, NY.

Painting Show, Brooklyn College CUNY, Brooklyn, NY.

2010

Faculty Art Show, Kingsborough CC CUNY, Brooklyn, NY.

Photography show, Brooklyn College CUNY, Brooklyn, NY.

2009

Faculty Art Show, Kingsborough CC CUNY, Brooklyn, NY.

Drawing Show, Brooklyn College CUNY, Brooklyn, NY.