

# Love Wolf

212 Cortland Avenue SF, CA 94110  
(406) 214-1937

[www.LoveWolf.org](http://www.LoveWolf.org)  
[linkedin.com/in/love-wolf](https://www.linkedin.com/in/love-wolf)  
[OrinStarShine@gmail.com](mailto:OrinStarShine@gmail.com)

## EXPERIENCE

### **Charles Armstrong**, Belmont, CA — *5th Grade Teacher*

August 2018 - PRESENT

- Provides leadership in cross-functional team projects to deliver new teaching methodologies using the latest technologies and project-based learning.
- Creates individualized learning goals in tandem with students/families.
- Collects and utilizes data to inform curriculum development to support student growth over time.
- On-going coordination with clients (families), colleagues, and staff.
- Plans and schedules homeroom, grade-level, and school-wide events with team, families, and students.
- Implements the use of new technology as appropriate to maximize learning, efficiency, and organization.
- Budget management for classroom supplies, field trips, and events.
- Curriculum development in multiple subjects, including cross-curricular, project-based learning activities and field trips.
- Provides constructive feedback to upper management regarding team structure and process improvements.
- Team building, document sharing, interviewing, goal setting, and on-boarding of colleagues.
- Cultivates an empathy-focused, supportive learning/work environment.
- Collaborates with UCSF Dyslexia Phenotype study participants.

### **Flowtoys**, Emeryville, CA — *Production & Events Manager*

October 2017 - July 2018

- Managed, trained, and supervised scheduling for Production and Event teams.
- Evaluated systems for efficiency and updated protocols as needed.
- Oversaw inventory management; both production and events.
- Managed conflicting priorities for both production and events with attention to efficiency, employee satisfaction, and customer service.
- Managed on-site customer advocacy and product support during events.
- Oversaw all event cash accounting.

### **Black Hammer Brewing**, SF, CA — *Business, Events & Office Manager*

August 2015 - September 2017

- Hired, trained, supervised scheduling, and managed all staff.
- Outlined all business protocols, wrote and updated employee manuals.
- Oversaw all cash accounting, till disbursement, and payroll accounting.
- Managed all event coordination, (public and private) and event accounting.
- Managed all customer and vendor relations.

## SKILLS

- Cross-functional project management
- Data collection and utilization for efficiency and growth
- Collaboration and interpersonal communication skills.
- Google and Microsoft Suite Proficiency & IT Support Skills
- Problem solving and attention to detail
- Creativity and ability to think outside the box
- Community and culture engagement
- Organizational planning
- Dedication to customer and employee satisfaction
- Business acumen; budgeting

## EDUCATION

**UC Berkeley Extension**, San Francisco  
**Technology Project Management Bootcamp**  
Oct. '20-Mar. '21  
*Academic Average to Date: A+*

**University of Montana**, Missoula, MT  
*Nationally Accredited, Phyllis J. Washington College of Education*  
**B.A. Elementary Education**, May 2014  
Mathematics Concentration  
Literacy Endorsement (2 Year Program)  
*Graduated with Honors*  
*Dean's List, scholarships, and awards for academic excellence.*

## PROJECTS

**Soulstice - Event Lead** June 2019  
**Skytown Village Mayor** 2018-2019