

Kiersten Case

**Project Manager,
Planner, and Musician**

About Me

Experienced educator and project manager looking to enter a coordination role involving scheduling, communication, documentation, and research.

Education

■ **Nazareth University**
Bachelor of. Science (2019)

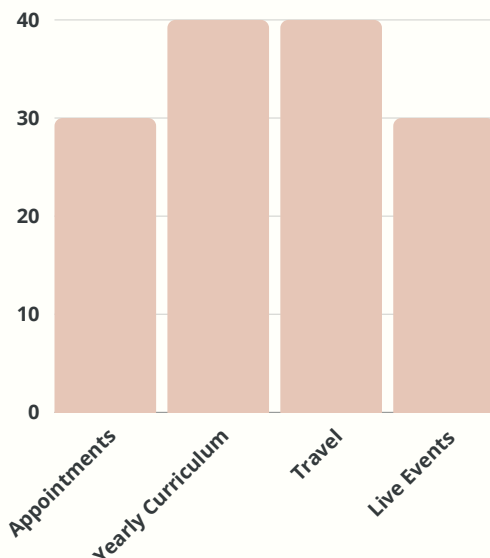
Contact

☎ 845-803-7005
✉ kierstenhecht@gmail.com

Skills

Project Design
Multi-Tasking
Research and Development
Leadership
Event Management
Documentation

Planning Experience



Experience Work

Coordinator, Designer, and Educator

2019–Present, Massachusetts Schools
Developed year long projects, curriculum, and live shows for independent and public schools in the Boston area.

Guest Services Representative

2023
Coordinating appointments for clients at an upscale hair salon and makeup studio. Keeping track of emails, phone calls, deliveries, and client needs. Serving light refreshments and encouraging VIP bookings.

Travel Planner

2022–2023, Pixie Dusting Plans
Travel planner for an Earmarked Travel Agency booking trips to Disney properties. Coordinating Genie+ and working as a Genie+ concierge during trips. Arranging food deliveries and gifts for guests.

President of Collegiate NYSSMA

2019
Education advocate for music and arts in schools, speaking with state representatives and members of the senate. Published monthly articles in an educator's journal.

Magic Coordinator

2017
In charge of creating magic for a Massachusetts-based summer camp. Putting on shows for the camp, MC-ing events, and introducing new ideas such as state of the art Lego Mindstorm robots as characters in performances.

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50 Cook St
Newton, MA 02458



To the Jim Henson Team,

I am writing to express my interest and qualifications for your opening for an HR Coordinator. I am a project planner, educator, and diligent collaborator looking to bring her spark to Jim Henson. I am passionate about what I do and consider myself to be flexible, adaptable, and able to bring project deliverables with extra flair.

The following are highlights of my skills and accomplishments:

- Designed shows and projects for a variety of grades, from preschool to 8th grade. This involved creating holiday shows including instruments, sound design, vocals, and spoken lines that coordinate to themes and age-specifications.
- Kept track of grades, differentiation needs, and personal notes for over 100+ different students.
- Participated in and helped organize large-scale advocacy events for a variety of non-profits, including those supporting music and arts in schools, and those supporting mental health.
- Kept track of a variety of appointments and needs for clients (including VIP clients) in a guest service representative role.

I have attached my resume, goes over my talents, experience, and shows with a little bit of pixie dust my own personality. I can be reached with any form of contact listed. I look forward to hearing from you!

Sincerely,

Kiersten Case