

TONJA GRAVES, M.P.S., M.F.A.

INSTRUCTOR: ART

M.P.S., M.F.A. with extensive teaching success

- Offering a unique combination of fluid expression balanced with structure in the academic setting. Proven ability to deliver innovative means to help students reach their full creative potential.
- Multifaceted and driven professional with a unique combination of advanced art education and skills, combined with intensive training in working with a multicultural background. Accomplished team leader in supporting and providing the best possible educational service.
- Creative problem solver with ability to adapt to fluid job environment. Overcomes obstacles and delivers solutions to complex classroom issues. High-energy performer who thrives in both independent and collaborative, challenging environments. Polished communicator with outstanding analytical, organizational, presentation, and interpersonal skills.

EDUCATION & CREDENTIALS

Master of Fine Art • Visual Arts • AZUSA PACIFIC UNIVERSITY • Azusa, CA, USA • 2013

Master of Professional Studies • Art Therapy and Creativity Development • PRATT ART INSTITUTE • Brooklyn, NY, USA • 2003

Bachelor of Arts • Psychology • ORAL ROBERTS UNIVERSITY • Tulsa, OK, USA • 1995

PROFESSIONAL EXPERIENCE

METROPOLITAN STATE UNIVERSITY OF DENVER, Denver, CO • 2009 – 2014

AZUSA PACIFIC UNIVERSITY, Azusa, CA • 2004 – 2008, 2010-2014

AZUSA PACIFIC ONLINE UNIVERSITY, Azusa, CA • 2011-2014

Affiliate Art Instructor

- **Educator:** Art instruction within a classroom setting. Taught students in drawing, painting, printmaking, sculpture, color theory, and 2D design. Diverse instruction from entry level (Humans and the Arts, Introduction to Art, Two-Dimensional Design) to upper level classes (Color Theory).
- **Achiever:** Consistently achieve top instructor ratings by students year after year.
- **Lecturer:** Instruct students on the importance and appreciation of art history and its relation to society within the classroom setting.
- **Group Implementer:** Work with students in creating different group discussions through art and having students relate it back to their peer groups outside of class.
- **Developer:** Developed curriculum for APU, and APOU's first online art class.

SCORE EDUCATIONAL SERVICES, Chino Hills, CA • 2007

Educational Tutor

- **Tutor:** Worked with students on helping them achieve their goals and academic potential in math, reading, writing, and spelling.
- **Behavioral Reinforcer:** Used positive reinforcement and behavioral reward techniques to help students who were having a difficult time concentrating in various subject areas.
- **Curriculum Specialist:** Provided a customized curriculum that adapted to each child's pace and learning needs.

NETZERO, Woodland Hills, CA • 2003 – 2004

Executive Assistant

- **Supporter:** Provided administrative support to Senior Vice President of Sales.
- **Organizer:** Managed weekly sales meetings and travel for team of 9 sales associates and VP of Sales. Ensured compliance with company policies as well as reporting for SVP.
- **Team Member:** Contributor to department exceeding 2003 sales goals by 10%.

PRESCRIPTIVES/ORIGINS, Tulsa, OK • 2000 – 2002

Cosmetic Sales

- **Makeup Artist:** Taught methods on makeup application and proper skin care management.
- **Prospecting:** Conducted in store events that brought in new clientele.
- **Client Relationships:** Customer follow-up which generated higher renewal client sales.

COOPER MARKETING, Tulsa, OK • 1998 – 2000

Assistant Office Manager/Client Services Representative

- **Client Interaction:** Provided essential information to clients.
- **Organization:** Generated time sensitive invoices involving advertising dollars for client reimbursement. Ordered and maintained inventory for all office supplies.
- **Public Relations:** Assisted Marketing Director with coordinating trade shows.

NURSE FINDERS/SHADOW MOUNTAIN HOSPITAL, Tulsa, OK • 1996 – 1998

Mental Health Counselor

- **Leadership:** Provided leadership necessary for group dynamics. Promoted productive living climate through goal setting, relationship building, delegation and clear communication.
- **Counseling Skills:** Led groups of mentally and emotionally disturbed children, adolescents, and adults. Some of the groups consisted of Pro Social Skills, Self-esteem, and Goals groups.
- **Behavior Modification:** Directed Patients in behaviors that were appropriate for the unit. Instilled social skills which provided a safe environment for social interaction.

REFERENCES

Anne Hallam

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